Watton Town Council Draft Privacy Policy

How do we use your data?

This Privacy Policy sets out how Watton Town Council (WTC) uses and protects any information that you give the Council including when you use this website. WTC is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement. WTC may change this policy from time to time by updating this page. You should therefore check this page from time to time to ensure that you are happy with any changes. This policy is effective from 23rd May 2018.

Data we may collect

We may collect the following information from time to time:

- your name
- contact information, including telephone numbers and email addresses
- demographic information such as post code, preferences and interests
- other information relevant to Council services

What we do with data we gather

We may require this information to understand your needs better and provide you with a better service, and in particular for the following reasons:

- to respond to enquiries you make
- internal record keeping
- improvements to our services

We may periodically send promotional emails about our events, or other information we think you may find interesting, using the email address which you have supplied.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

Cookies

A cookie is an element of data that a web site can send to your browser, which may then store itself onto your computer.

WTC web site uses cookies, by using our web site you agree that we can place cookies on your computer. You can usually modify your browser settings to prevent this happening

however by disabling cookies, or certain types of cookie, you may hinder your user experience on this and other web sites, or prevent them from working entirely.
Some cookies used on WTC web site are "essential" in order to enable you to move around the web site and use its features.
"Non-essential" cookies are also used, which remember changes you have made such as text size, fonts and other parts of web pages that you can customise.

<u>Links to other websites</u>
Please be aware that WTC web site may link to other web sites which may be accessed through the site. We are not responsible for the data policies or procedures or the content of these linked web sites.

<u>Controlling your personal data</u>
You have complete control over what data you decide to share with us. We shall not sell, distribute or lease your personal information to third parties, unless we have your permission or are required by law to do so.