



## Privacy Notice

### Purpose of the Notice

The purpose of this notice is to explain how Yelvertoft Parish Council collects, protects and uses personal data. Yelvertoft Parish Council is committed to ensuring that any personal data it obtains for its business purposes is collected and processed fairly and lawfully. Yelvertoft Parish Council is committed to gaining your trust.

### Personal Data/ Lawful Basis for Processing Data

Yelvertoft Parish Council needs certain personal data to enable it to provide its products and services to its residents and end users. The personal data collected will generally include the residents name, address, telephone numbers, and email address. All information is stored securely and only for as long as is necessary, adhering to the DPA/GDPR.

Yelvertoft Parish Council obtains personal data in a number of ways including residents signing up to our newsletter, and enquiries made by residents and non-residents and interested parties. The Clerk also holds a copy of the electoral register for Yelvertoft which is passworded.

All personal data held by Yelvertoft Parish Council is necessary to enable it to provide its service, or improve the service it currently offers, to its residents and its end users. Personal information about you may need to be made available to employees who we believe reasonably need to come into contact with that information to provide products or services to you or in order to do their jobs. No personal data will be sold to or shared with third parties. Yelvertoft Parish Council may from time to time inform its residents and end users about other companies products which it feels would enhance Yelvertoft. Residents and other recipients of information from Yelvertoft Parish Council may indicate at any time that they do not wish to receive such information.

'Personal data' is information about an individual that could, alone or together with other information personally identify that individual. Information such as full name, address, email address and telephone number are examples of personal data. Dynamic I.P addresses and control panel logs will not be classed as personal data.

Yelvertoft Parish Council will not collect or store any financial information from you via the Yelvertoft Parish Council website.

### Cookies

Yelvertoft Parish Council use first party cookies such as Google Analytics cookie and third-party cookies such as Double click cookie together to report on how Yelvertoft Parish Council use ad impressions, other uses of ad services, and interactions with ad impressions and ad services for visits related to the Yelvertoft Parish Council website, in addition to data or third party audience data in relation to age, gender and interests. Residents may opt out of Google's use of cookies by visiting the Google advertising opt-out page. Alternatively, residents may opt out of a third-party vendor's use of cookies by visiting the Network Advertising Initiative opt out page. Residents also have the option to opt out of Google's use of Doubleclick's by visiting the Google Doubleclick opt out page. Such usage of Google Analytics information will not identify you personally, it is statistical data about our visitors and their use of our site. This statistical data does not identify any personal details whatsoever. We may gather information about your general internet use by using a cookie file. Where used, these cookies are downloaded to your computer automatically. This cookie file is stored on the hard drive of your computer as cookies contain information that is transferred to your computer's hard drive. They help us to improve our website and the service that we provide to you.

All computers have the ability to decline cookies. This can be done by activating the setting on your browser which enables you to decline the cookies. Please note that should you choose to decline cookies, you may be unable to access particular parts of our website.

### Residents' Rights

UK law gives individuals whose personal data is held by Yelvertoft Parish Council specific rights to access and rectify personal data held about them. These include the right to:

- Obtain from Yelvertoft Parish Council confirmation that personal data is held, as well as a written description of such personal data, the purpose(s) for which it is being used, the source(s) of the personal data, and details of any recipients;
- Request the erasure of personal data. Once requested, that data would be permanently deleted from our systems, unless we felt a record was essential e.g. for legal reasons.
- Request the rectification of personal data which is inaccurate.
- To object to any unsolicited information sent by Yelvertoft Parish Council regarding promotions or new products and services. Any person opting in to receive correspondence will always be given the choice to opt-out at any time.
- Not to be subject to automated decision-making, including profiling.

The DPA/GDPR allows 30 days for us to comply with any request. Yelvertoft Parish Council have the right to refuse, or charge for, requests that are manifestly unfounded or excessive. If we refuse a request, we will tell the individual our reason(s) why within one month of the receipt of the request.

### Contact Details

If any individual wishes to contact Yelvertoft Parish Council regarding the personal data held about them, or has any other question Yelvertoft Parish Council data privacy procedures, they should email or write:

Yelvertoft Parish Council, 89 Onley Park, Onley, Rugby CV23 8AW

Email: [clerk@yelvertoft-pc.gov.uk](mailto:clerk@yelvertoft-pc.gov.uk)

Individuals have a right to complain to the ICO if they think there is a problem with the way we are handling their data.

As part of Yelvertoft Parish Councils commitment to compliance with data privacy requirements, and to reflect changes in Yelvertoft Parish Councils operating procedures, Yelvertoft Parish Council may update the terms of this notice from time to time.

Adopted at the Full Council: 11.06.18

Reviewed at the Full Council Meeting 12<sup>th</sup> April 2021

Reviewed at the Full Council Meeting 9<sup>th</sup> May 2022

Reviewed at the Full Council Meeting 15<sup>th</sup> May 2023

Review due: May 2024