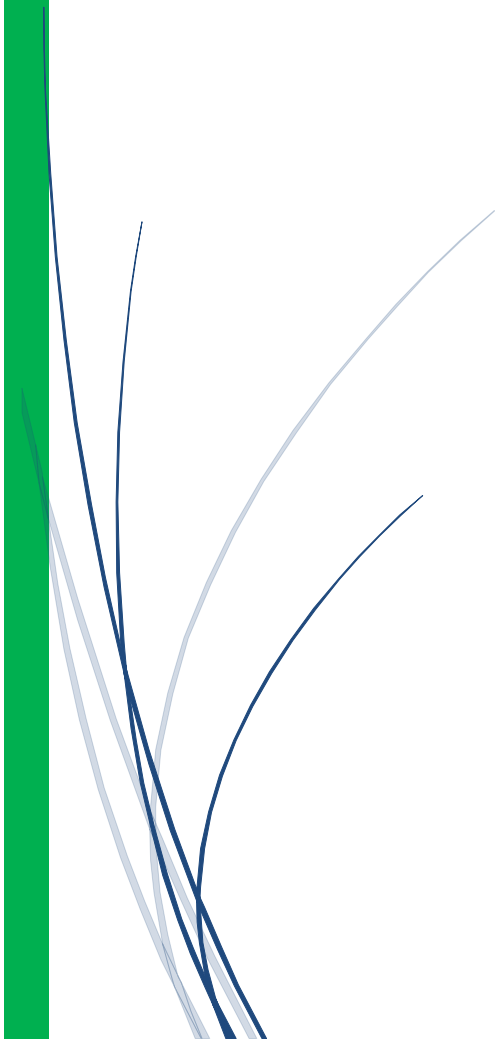




Winchcombe

# Winchcombe Town Council Data Protection Policy



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(ICO Registration Number: ZA156116)

## Introduction

Winchcombe Town Council treats the privacy of its clients and website users very seriously and takes appropriate security measures to safeguard your privacy. This

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policy explains how we protect and manage any personal data you might share with us and that we might hold about you, including how we collect, process, and share that data. This policy should be read in combination with the “Winchcombe Town Council General Privacy Notice”.

## How we obtain your personal data

### 1. Information provided by you

- You provide us with personal data when you contact us via written correspondence, via the Town Council website, email, or over the telephone. This might include name, address, date of birth, email address, and telephone number.
- We may keep the information contained in any correspondence you may have with us by post or by email.
- Information may be obtained during public participation at Council Meetings.
- We may also obtain information through public consultations.
- We get information about you when you reserve Council facilities e.g. burial plot

### 2. Information we get from other sources

We only obtain information from third parties, if this is permitted by law. This information (including name, address, email address, date of birth, etc.) may be obtained from higher tier councils e.g. Tewkesbury Borough Council or Gloucestershire County Council in order to perform our mandatory duties or legitimate business.

## How we use your personal data

The General Data Protection Regulations (GDPR), Data Protection Act 2018, and human rights laws are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately.

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Personal data means any information that may be used to identify an individual, including, but not limited to, a first and last name, a home or other physical address and an email address or other contact information whether at work or at home.

We use personal data to manage and carry out our legitimate business. On occasion, it may be necessary to share your information with other local Authorities or Organisations in order to satisfy your enquiry/request or where we are legally obliged to do so.

We undertake at all times to protect your personal data in a manner that is consistent with the GDPR and the Data Protection Act 2018 concerning data protection. We will also take reasonable security measures to protect your personal data in storage.

## **Do we use your personal data for marketing purposes?**

Any information that you choose to give us will not be used for marketing purposes. We will hold your personal data only for the purposes of administration and carrying out our legitimate business.

## **Information about website cookies**

A cookie is a small text file stored on your browser, for example, Internet Explorer.

A cookie is a simple text file that is created when you visit websites on the internet. Cookies allow a website to store data regarding your activity (only on that website) so that you can later retrieve it and get a more personalised experience.

Overall, cookies help provide you with a better website experience. A cookie does not give us access to your computer or any information about you, other than the data might you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website however.

## **Information about links to other websites**

Our website may contain links to other websites that may be of interest.

You should note that once you have used these links to leave our site that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites, and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## **Access to your information and correction**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email or write to us at the following address. We want to make sure that your personal information is accurate and up-to-date. You may ask us to remove information or to correct information you think is inaccurate.

## **Changes to our privacy policy**

The Data Protection Policy and the General Privacy Policy are kept under regular review and any updates will be posted on our web page.

## **How to contact us**

Please contact us if you have any questions about our Privacy policy or information we hold about you at:

Winchcombe Town Council, Abbey Fields Community Centre, Back Lane,  
Winchcombe, Gloucestershire GL54 5QH

Telephone 01242 604087

Or by email at: [clerk@winchcombetowncouncil.co.uk](mailto:clerk@winchcombetowncouncil.co.uk)