

INCLUDING THE NAYLAND WITH WISSINGTON COMMUNITY TIMES

## PRIVACY STATEMENT

**1. This Policy explains when and why we collect personal information about people who become members or volunteers of the Community Council or contributors or advertisers with the Community Times how we use it, and how we keep it secure.**

We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes. By being involved with the Community Council you are agreeing to be bound by this Policy.

**2. Questions regarding the Community Council's Policy.**

Any questions regarding this Policy and our privacy practices should be sent by email to the Council's Secretary (and Community Times Editor) (hereafter referred to as "the Council's Secretary") at [lorraine.nayland@btinternet.com](mailto:lorraine.nayland@btinternet.com) or by writing to Nayland with Wissington Community Council at 50 Gravel Hill Nayland CO6 4JB.

**3. When do we collect information from you and what type of information do we collect?**

When you become a member or involved with the Community Council we collect your personal details comprising your name, email address and in some cases telephone number and postal address.

**4. How is your information used?**

The information we hold is used to send you communications about events, meetings and news of the Community Council's achievements and activities. We shall hold your information whilst you are involved with the Community Council until such time that you ask us to delete it from our records.

**5. Do we share your personal data with anyone else?**

We do not and shall not share your information with anyone else unless required to do so by law.

**6. How you can access and update your information**

The accuracy of your information is important to us. If you would like to change your details at any point, please email or write to the Council's Secretary. You have the right to ask for a copy of the information the Community Council holds about you free of charge. To request this, please email or write to the Secretary. You have the right to ask us to delete all information held on you by the Society. To request this, please email or write to the Secretary.

**7. Security precautions in place to protect the loss, misuse or alteration of your information**

When you give us personal information, we take steps to ensure that it's treated securely. Non-sensitive details (your email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems.

**8. Use of 'cookies'**

The Community Council does not use any "cookies" on its website.

**9. Links to other websites**

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website. In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

**10. 16 or Under**

We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

**11. Review of this Policy**

We keep this Policy under regular review. This Policy was last updated on 4<sup>th</sup> July 2018.