

<b>Date:</b>	<b>04 April 2024</b>
<b>Title:</b>	<b>Report Item 11 - Privacy Notice</b>
<b>By:</b>	<b>Sam Adeniji (Parish Clerk)</b>
<b>Purpose of Report:</b>	<b>To approve the Privacy Notice</b>
<b>Recommendations:</b>	<b>To adopt the Privacy Notice and approve its publication on the Council's website</b>

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1. The Internal Auditor on her visit in December 2023 recommended putting a Privacy Notice in place on the Council Website.
2. A Privacy Notice has been drafted and can be found below:

## **Privacy Policy**

Your privacy is very important to us and we endeavour to ensure any information is handled accordingly.

The following Privacy Policy details what information we collect, and how any such information will be stored, and/or used. This Policy covers the treatment of personally identifiable information that East Dean and Friston Parish Council and this website, collects when you are on the East Dean and Friston Parish Council domain. (Third party) links within this domain to other websites are not covered by this policy.

### **Information collection**

You can visit this website and utilise its services without informing us of your identity or giving us any personally identifiable information. Please note that we do not use cookies for the general running of this website. Cookies may be used on a small number of interactive pages to provide additional or enhanced functionality, or when it is totally necessary to maintain a unique 'i.d.' on your browser whilst you visit such pages. It is only when you complete a form on this website that requests personal information in order that you can be identified. When completing forms you may be asked for a variety of personal information including – but not restricted to: name, address and postcode. East Dean and Friston Parish Council automatically receives (and records) information on server logs from your browser.

### **Information usage**

We will only use any personal information you send us for the purposes for which you provide it. We will only hold your information for as long as necessary.

All employees who have access to your personal data and are associated with the handling of that data are obliged to respect the confidentiality of your data. All your communications to us are protected against unauthorised access by third parties.

The Council tries to keep the information we have about you accurate and up to date. If, however, you find errors or inaccuracies in your data, we will erase, complete or amend that information upon request. Our contact details are below.

## **Information sharing & disclosure**

East Dean and Friston Parish Council will not sell or rent your personally identifiable information to any third party. This includes any employees of East Dean and Friston Parish Council or any other company or organisation. East Dean and Friston Parish Council will only send personally identifiable information about you to other organisations when/if we have your consent. This is only necessary when we need to share your information with a third party organisation in order to provide the information you have requested.

## **Changes to Privacy Policy**

By using this website, you agree to accept this Privacy Policy and are aware that the policy may change from time to time. Please note however, that any changes made to this policy will appear on this web page as early as possible.

## **Information Security**

East Dean and Friston Parish Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted.

## **Children**

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

## **Disclaimer of information**

All users accept that, whilst East Dean and Friston Parish Council endeavour to keep all information secure, it will not be held responsible for any information accessed (or lost) as a result of a security attack. However, in the event of a security

attack, East Dean and Friston Parish Council will strive to rectify the situation as soon as it becomes aware of a problem/security risk.

### **Privacy Policy enquiries**

For any queries regarding the above privacy policy or have a complaint regarding the way your personal data has been processed please contact the Parish Clerk at [clerk@edfparishcouncil.org.uk](mailto:clerk@edfparishcouncil.org.uk)