



Tadcaster Town Council

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Open Monday to Thursday 9.30am to 12.30pm

Privacy Notice Website

This document details our policies regarding the collection, use and disclosure of Personal Information we receive from visitors to our website, and people who contact Tadcaster Town Council either in person, over the telephone, through post or e-mail, or via any other applicable means.

We use Personal Information only for the purpose of providing services to residents, and improving said services. All information provided will be used in accordance with the Data Protection Act 1998, will be accurate, kept up to date where necessary, and will be kept for no longer than is necessary, in line with our retention policy.

Log Data

Like many site operators, we collect information ("Log Data") that your browser sends whenever you visit our website.

This Log Data may include information such as your computer's Internet Protocol ("IP") address, browser type, browser version, the time and date of your visit, the pages on our website which you visit, how long you spend on those pages, and any other relevant statistics.

In addition, we may use third party services such as Google Analytics which collect, monitor and analyse this data. This data is completely anonymised, and does not include any personal information such as name or e-mail address.

What will we use your data for?

We need to collect and use information about you to deliver public services, confirm your identity to provide said services, understand your need for the services that you ask for or need, contact you via any appropriate means, prevent and detect fraud, corruption and crime, allow us to undertake statutory functions efficiently and effectively, ensure that we meet our legal obligations including those that relate to equality and diversity, process financial transactions, including grants and payments, and protecting individuals, where necessary, from harm or injury.

We may need to pass your information to other people and organisations that provide services on our behalf. These providers are obligated to keep your details securely, and use them only to provide the service to you in accordance with our instructions. We may also share information with other people and organisations where we are required by law to do so, or with appropriate justification under the Data Protection Act, for example where the disclosure is necessary to enable the Council or another organisation to exercise its statutory functions.

Under no circumstances will we sell or rent your data to third parties, or share your data with third parties for marketing purposes. We will, however, share data as and when we are required to do so by law, such as via court order or as part of a criminal investigation.

How long will we keep your data?

We hold the data securely, in line with our document retention and management procedures. In most circumstances, data will be deleted ten (10) years after its last relevant usage.

Your rights

You have the right to request information about how your personal data is processed, a copy of that personal data, and/or that anything in your personal data is corrected immediately. You can also ask that the processing of your data be restricted under certain circumstances, or that your information be erased if there is no longer a justification for us holding it.

Cookies

Cookies are files that contain small amounts of data, which may include a unique, anonymous piece of identifying data. Like many websites, we use these cookies to collect information, and they will be automatically downloaded to your computer when you visit the site for the first time. You can instruct your browser to refuse all cookies, or to indicate when a cookie is being sent, and decline to receive it. If you do either of these, however, some portions of our site may be inaccessible, or fail to work as intended.

Security

The security of your Personal Information is important to us, but please remember that no method of transmission over the internet, or method of electronic storage, is 100% secure. While we strive to use commercially acceptable means to protect your Personal Information, we cannot guarantee its absolute security.

Changes to this Privacy Policy

This Privacy Policy is effective as of May 2018, and will remain in effect except with respect to any changes in its provisions in the future, which will be in effect immediately after being posted on this page.

We reserve the right to update or change our Privacy Policy at any time, and you should check this Privacy Policy periodically. Your continued use of our services after we post any modifications to the Privacy Policy on this page will constitute your acknowledgement of said modifications, as well as your consent to abide and be bound by the modified Privacy Policy.

Last updated May 2018