Willersey Parish Council Privacy Policy

Willersey Parish Council is committed to respecting and protecting our members' privacy and that of our residents. We only use the information that we collect about you lawfully in accordance with the GDPR and Data Protection Act 2018.

This Privacy Policy is to explain when and why we collect personal information about members and members of the public, how we use it, the conditions under which we may disclose it to others, 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.

Any questions regarding this Policy and our privacy practices should be sent by email to willerseyparishcouncil@btconnect.com or in writing to The Parish Council Office, Village Hall, Main St. Willersey Worcs. WR12 7PJ

**Who we are**

Parish councils are statutory bodies. Members are elected for a term of four years and councils are funded principally by an annual precept. Income and expenditure for the next financial year are calculated in the form of estimates. The net amount (the precept) is added to council tax, collected by the county, borough or district council (principal authorities) and paid to parishes in two six-monthly instalments. Parish and town councils can apply for other funding such as grant and funding awards, but they do not receive funds direct from central government, as principal authorities do.

The people of Willersey are represented by up to nine Parish Councillors, two District Councillors & one County Councillor. Between them, they look after the concerns of the village, including: planning, highways, footpaths, the activity park, mowing, and the Parish precept. The Council meets in the Parish Office at the Village Hall.

**What type of information is collected from you?**

i) Parish Councillors:

On joining The Parish Council the personal information we collect includes your name, address, email address and telephone number.

ii) Members of the Public:

On contacting The Parish Council about the Parish we may collect your contact details (depending on the way you contacted us).

**How is your information used?**

i) Parish Councillors:

We may use your information to:

– send you communications which may be of interest to you.

– include statutory details on the Willersey Parish Council website under the list of Parish Councillors

ii) Members of the Public:

– reply to your communication.

We are careful to ensure that neither the frequency nor the content of the information we send to you will harm your data security or your privacy rights.

We only obtain, use and retain personal information that is relevant to the purpose that we require it. We will delete your information when you ask us to or when we no longer have a need to retain it. We review our retention periods for personal information on a regular basis.

**Who has access to your information?**

We will not share your information with third parties.

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

The accuracy of your information is important to us. If you change email address, or any of the other information we hold is inaccurate or out of date, please email us at **willerseyparishcouncil@btconnect.com** or telephone The Parish Clerk, Mr Kevin O’Donoghue at 01386 853. You have the right to ask for a copy of the information.

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

Your on-line security is our highest priority. 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.

**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.

**Policy**

We keep this Policy under regular review. This Policy was last updated in May 2019.