

## **Bickenhill & Marston Green Parish Council Website Privacy Policy**

Welcome to Bickenhill & Marston Green Parish Council's website. If you continue to browse and use this website, you are agreeing to comply with and be bound by the following terms and conditions of use, which together with our privacy policy govern our relationship with you in relation to this website. If you disagree with any part of these terms and conditions, please do not use our website.

The term 'Bickenhill & Marston Green Parish Council' or 'Parish Council' or 'Council' or 'us' or 'we' refers to the owner of the website. The term 'you' refers to the user or viewer of our website.

### **Privacy and Website Cookies**

Bickenhill & Marston Green Parish Council (the 'Council') will always respect the privacy of individuals who browse its website and leave contact details. Please read this privacy policy carefully as it contains important information about what to expect when the Council collects personal information about you and how it will use that data.

This policy applies to information the Council collects about:

- Visitors to this website; and
- People who register for services and/or do business with the Council.

The Council does not track anyone's activity as an individual.

### **Contacting Bickenhill & Marston Green Parish Council: information collected about you**

The Council regards its visitors' privacy as being of the utmost importance. It collects the following personal information:

- name
- email address
- telephone number

Any information you submit, either through this website or through any other means such as email, telephone or letter, will be regarded as confidential, and will not be passed to any 3rd party without your express prior permission. The Council gathers the information to allow it to process any requests for services or orders for products made and to provide the services or deliver the goods requested. The relevant information is then used by the Council to provide you with the products or service and to contact you on any matter relating to the above. Any such information will be stored and/or disposed of in accordance with applicable data protection legislation.

When you contact the Council through the website or by using any of its email addresses:

- the Council will use all reasonable efforts to safeguard your personal information and to protect your details against third party access or modification – it will not rent, sell, or share personal information about you with any other organisations. You should be aware though that the use of the internet is not entirely secure and for this reason the Council cannot guarantee the security or integrity of your personal information which is transferred from you or to you via the internet.

- the Council will provide you with mechanisms to amend details retained by it, or remove them from its database.
- The Council allow you to specify the level of future contact that you will receive from Bickenhill & Marston Green Parish Council and will respect your wishes.

### **Accessing Your Information and updating and correcting it**

You have the right to request a copy of the information held about you. If you would like a copy of some or all of it, please email [clerk@bmgpc.org](mailto:clerk@bmgpc.org) or call 0121 779 4040. The Council may make a small charge for this service.

The Council want to ensure that your personal information is accurate and up to date. If any of the information that you have provided changes, such as a change in your postal or email addresses, please contact the Clerk ([clerk@bmgpc.org](mailto:clerk@bmgpc.org) or call 0121 779 4040). You may ask the Council to correct or remove inaccurate information.

### **Your consent**

By submitting your personal information to the Council you consent to the use of that information as set out in this policy. The Council keeps its policies under review and if this policy changes it will post the changes to the website and give notice as appropriate.

### **Use of Cookies**

This website is powered by WordPress. Cookies are used only to ensure proper running. They are not used for tracking purposes, just to hold site information for the duration of your browsing session.

The Council uses Google Analytics to provide statistics on website traffic – see below for the Google explanation. The Council do not use 3rd Party/Tracking/Advertising cookies.

If you do not know what cookies are or would like more information, this [BBC article](#) provides a simple explanation. The organisation [AboutCookies.org](http://AboutCookies.org) provides further information, including how to delete cookies in your browser.

### **Google Analytics “small print”**

This website uses Google Analytics, a web analytics service provided by Google, Inc. (“Google”). Google Analytics uses “cookies”, which are text files placed on your computer, to help the website analyse how users use the site. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google on servers in the United States. Google will use this information for the purpose of evaluating your use of the website, compiling reports on website activity for website operators and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google’s behalf. Google will not associate your IP address with any other data held by Google. You may refuse the use of cookies by selecting the appropriate settings on your browser, however please note that if you do this you may not be able to use the full functionality of this website. By using this website, you consent to the processing of data about you by Google in the manner and for the purposes set out above.

### **And finally**

This website contains links to other websites which are not under the control of the Council. This privacy policy only applies to the Council’s website so when you link to other websites you should read their own privacy policies. The Council has no control over the nature, content and availability of those sites. The

inclusion of any links does not necessarily imply a recommendation or endorse the views expressed within them.

Please address any queries concerning this privacy policy, our website or any other general query to us at [clerk@bmgpc.org](mailto:clerk@bmgpc.org).

The Council will always respect the privacy of individuals and organisations who browse our website and leave contact details with us.

The use of this website is subject to the following terms of use:

- The content of the pages of this website is for your general information and use only. It is subject to change without notice.
- This website uses cookies to monitor browsing preferences. If you do allow cookies to be used, the following personal information may be stored by us for use by third parties: IP address, your internet browser version and the page you last visited.
- Neither we nor any third parties provide any warranty or guarantee as to the accuracy, timeliness, performance, completeness or suitability of the information and materials found or offered on this website for any particular purpose. You acknowledge that such information and materials may contain inaccuracies or errors and we expressly exclude liability for any such inaccuracies or errors to the fullest extent permitted by law.
- Your use of any information or materials on this website is entirely at your own risk, for which we shall not be liable. It shall be your own responsibility to ensure that any products, services or information available through this website meet your specific requirements.
- This website contains material which is owned by or licensed to us. This material includes, but is not limited to, the design, layout, look, appearance and graphics. Reproduction is prohibited other than in accordance with the copyright notice, which forms part of these terms and conditions.
- All trade marks reproduced in this website which are not the property of, or licensed to, the operator are acknowledged on the website.
- Unauthorised use of this website may give rise to a claim for damages and/or be a criminal offence.
- From time to time this website may also include links to other websites. These links are provided for your convenience to provide further information. They do not signify that we endorse the website(s). We have no responsibility for the content of the linked website(s).
- Your use of this website and any dispute arising out of such use of the website is subject to the laws of England, Northern Ireland, Scotland and Wales.

The information contained in this website is for general information purposes only. The information is provided by us and while we endeavour to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability or availability with respect to the website or the information, products, services, or related graphics contained on the website for any purpose. Any reliance you place on such information is therefore strictly at your own risk.

In no event will the Council be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from loss of data or profits arising out of, or in connection with, the use of this website.

Every effort is made to keep the website up and running smoothly. However, we take no responsibility for, and will not be liable for, the website being temporarily unavailable due to technical issues beyond our control.

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