**PRIVACY NOTICE**

**Introduction**

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Welcome to the privacy notice of the Cornwood Parish Council

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We respect your privacy and are committed to protecting your personal data. This privacy notice will tell you about how we look after your personal data when you deal with us or when you visit our website (regardless of where you visit it from), and tell you about your privacy rights and how the law protects you.

**The Short Version**

 **Purpose of this privacy notice**

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This privacy notice aims to give you information on how Cornwood Parish Council collects and processes your personal data, including any information you may provide when you (for example):

* Visit our website
* Sign up to our newsletter

It is important that you read this privacy notice, together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data about you, so that you are fully aware of how and why we are using your data.  This privacy notice supplements any of those other notices and is not intended to override them.

**Changes to the privacy notice and your duty to inform us of changes**

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This version of the privacy notice was last updated on 18th November 2020

Please keep us informed if your personal data changes during your relationship with us.

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**Third-party links**

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Our website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

**The data we collect about you**

 Personal data, or personal information, means any information about an individual from which that person can be identified.  It does not include data where the identity has been removed (anonymous data).

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We may collect, use, store and transfer different kinds of personal data about you which we have grouped together follows:

* ***Identity Data*** includes first name(s), last name and title (which may indicate marital status and gender), and date of birth.
* ***Contact Data*** includes postal address (which may be your personal address), email address and telephone numbers.
* ***Technical Data*** includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access this website.
* ***Marketing and Communications Data*** includes your preferences in receiving marketing from us and your communication preferences.

We do not collect any "Special Categories" of personal data about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data).  Nor do we collect any information about criminal convictions and offences.

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**How is your personal data collected?**

We use different methods to collect data from and about you including through:

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* Direct interactions. You may give us your Identity Data, Contact Data and Transaction Data by filling in forms or by communicating with us by post, phone, email or otherwise.  This includes personal data you provide when you:
* subscribe to our newsletters.
* give us some feedback.

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* Automated technologies or interactions. As you interact with our website, we may automatically collect Technical Data about your equipment, browsing actions and patterns. We collect this personal data by using cookies, server logs and other similar technologies. Please see our cookie notice for further details.

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* Third parties or publicly available sources. We may receive personal data about you from various third parties and public sources

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**How we use your personal data**

We will only use your personal data when the law allows us to.  Most commonly, we will use your personal data in the following circumstances:

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* Where you have consented to it. You have the right to withdraw consent to marketing at any time by contacting us.

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* Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

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* Where we need to comply with a legal or regulatory obligation.

**Purposes for which we will use your personal data**

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We have set out below, in a table format, a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

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Note that we may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data.

**Third-party marketing**

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We will get your express opt-in consent before we share your personal data with anyone else for marketing purposes.  We do not currently have any plans to do this.

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**Opting out**

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You can ask us (or third parties) to stop sending you marketing messages at any time by contacting us.

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**Change of purpose**

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We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you want an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact us.

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If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

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Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

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**Disclosures of your personal data**

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

**International transfers**

We do not knowingly share your personal data outside the UK or EU.

**Data security**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.  In addition, we limit access to your personal data to those CIAG members, contractors and other third parties who have a need to know.  They will only process your personal data on our instructions, and they are subject to a duty of confidentiality.

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We will notify you and any applicable regulator of any data breach where we are legally required to do so.

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**Data retention – how long will we use your personal data for?**

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We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

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To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances you can ask us to delete your data: see Request erasure below for further information.

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In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes, in which case we may use this information indefinitely without further notice to you.

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Your legal rights

Under certain circumstances, you have rights under data protection laws in relation to your personal data.  These rights are explained below.

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* ***Request access*** to your personal data.

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* ***Request correction*** of your personal data.

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* ***Request erasure*** of your personal data.

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* ***Object to processing***of your personal data.

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* ***Request restriction of processing*** your personal data.

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* ***Request transfer*** of your personal data.

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* Right to ***withdraw consent***.

If you wish to exercise any of the rights set out above, please contact us.

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**What we may need from you**

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We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights).  This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it.  We may also contact you to ask you for further information in relation to your request to speed up our response.

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