

## **ST KEW PARISH COUNCIL PRIVACY AND COOKIE POLICY**

This privacy policy sets out how St Kew Parish Council uses and protects any information that you give when you use this website, as well as our cookie policy. St Kew Parish Council may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from January September 2012.

### **PRIVACY PROMISE**

Your privacy is of the highest importance to us, and we promise never to release your personal details to any outside company for mailing or marketing purposes.

When you use our website, we collect certain personal information from you (for example: your name, address, email address, payment address and details). All such information is held on secure servers. We comply fully with all applicable Data Protection legislation, and will treat all your personal information as fully confidential.

### **WHAT WE COLLECT**

We may collect the following information:

- name and job title
- contact information including email address
- demographic information such as postcode, preferences and interests
- other information relevant to customer surveys and/or offers

### **WHAT WE DO WITH THE INFORMATION WE GATHER**

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our products and services.
- We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided.
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or mail. We may use the information to customise the website according to your interests.

### **SECURITY**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

## **COOKIES AND HOW WE USE THEM**

Cookies are tiny text files stored on your computer when you visit certain web pages. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

To use the St Kew Parish Council Website fully, you need to have all cookies enabled (some tips on how to do that below), though you can still use the website for browsing and research purposes without them.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to our users' needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

## **LINKS TO OTHER WEBSITES**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement and cookie policy applicable to the website in question.

## **HOW TO CONTROL AND DELETE COOKIES**

St Kew Parish Council will not use cookies to collect personally identifiable information about you. However, if you wish to restrict or block the cookies which are set by us, or indeed any other website, you can do this through your browser settings, see below. If in doubt at any time, refer to your browser's help function: for PCs: click on 'Help' at the top of your browser window and select the 'About' option; for Macs: with the browser window open, click on the Apple menu and select the 'About' option.

## HOW TO CHECK COOKIES ARE ENABLED

**For PC:**



Google Chrome

Click on 'Tools' at the top of your browser window and select Options  
Click the 'Under the Hood' tab, locate the 'Privacy' section, and select the 'Content settings' button  
Now select 'Allow local data to be set'



Microsoft Internet Explorer 6.0, 7.0, 8.0

Click on 'Tools' at the top of your browser window and select 'Internet options', then click on the 'Privacy' tab  
Ensure that your Privacy level is set to Medium or below, which will enable cookies in your browser  
Settings above Medium will disable cookies



Mozilla Firefox

Click on 'Tools' at the top of your browser window and select Options  
Then select the Privacy icon  
Click on Cookies, then select 'allow sites to set cookies'



Safari

Click on the Cog icon at the top of your browser window and select the 'Preferences' option

Click on 'Security', check the option that says 'Block third-party and advertising cookies'  
Click 'Save'

**For Mac:**



Microsoft Internet Explorer 5.0 on OSX

Click on 'Explorer' at the top of your browser window and select 'Preferences' options  
Scroll down until you see 'Cookies' under Receiving Files  
Select the 'Never Ask' option



Safari on OSX

Click on 'Safari' at the top of your browser window and select the 'Preferences' option  
Click on 'Security' then 'Accept cookies'  
Select the 'Only from site you navigate to'



Mozilla and Netscape on OSX

Click on 'Mozilla' or 'Netscape' at the top of your browser window and select the  
'Preferences' option  
Scroll down until you see cookies under 'Privacy & Security'  
Select 'Enable cookies for the originating web site only'



Opera

Click on 'Menu' at the top of your browser window and select 'Settings'  
Then select 'Preferences', select the 'Advanced' tab  
Then select 'Accept cookies' option

## All Other Browsers

Please consult your documentation or online help files

Alternatively, you may wish to visit [www.aboutcookies.org](http://www.aboutcookies.org) which contains comprehensive information on how to do this on a wide variety of browsers. You will also find details on how to delete cookies from your computer (including those from this visit) as well as more general information about cookies. For information on how to do this on the browser of your mobile device you will need to refer to your handset manual.

## Your Personal Information

You may choose to restrict the collection or use of your personal information in the following ways:

- If you have supplied personal details using a form on the website, you may request for us delete those details any time by writing to us at St Kew Parish Council Clerk, 56 Foxdown Manor, Wadebridge, Cornwall PL27 6BD. U.K. or emailing us at [clerk@stkewparish.org.uk](mailto:clerk@stkewparish.org.uk)
- if you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to us at St Kew Parish Council Clerk, 56 Foxdown Manor, Wadebridge, Cornwall PL27 6BD. U.K. or emailing us at [clerk@stkewparish.org.uk](mailto:clerk@stkewparish.org.uk)

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

You may request details of personal information which we hold about you under the Data Protection Act 1998. If you would like a copy of the information held on you please write to St Kew Parish Council Clerk, 56 Foxdown Manor, Wadebridge, Cornwall PL27 6BD. U.K.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.