



Privacy

Abbots Langley Parish Council is committed to respecting your privacy and the privacy of every visitor to our web site, customer and resident. The information we collect about you will be used to fulfil the required services and enable us to improve how, as an organisation, we deal with you.

Should you have a question about the data we store, our contact details are:

Clerk to the Council
Abbots Langley Parish Council
Langley Road
Abbots Langley
WD5 0EJ
info@abbotslangley-pc.gov.uk
01923 265139

The information that we collect about you will only be used lawfully (in accordance with the Data Protection Act 1998 and the General Data Protection Regulation 2018). All data is retained exclusively within the United Kingdom or transferred only to 'third countries' where 'adequacy of protection' or specific certification as defined by The GDPR has been confirmed.

This information will not be disclosed to anyone outside Abbots Langley Parish Council or its associated companies, partners, and other companies with which Abbots Langley Parish Council has arranged services for your benefit.

We expect the information we hold to be accurate and up to date. You have the right as an individual to find out what information we hold about you and make changes if necessary; you also have the right, assuming we are not obligated by law to refuse, to ask us to stop using the information. To have your information removed or rectified, please contact info@abbotslangley-pc.gov.uk.

The type of information that we will collect on you, and you voluntarily provide to us on this website, booking or facilities form includes:

Your name
Address
Telephone number(s)
Email address
IP address

We may, in further dealings with you, extend this information to include your address, purchases, services used, and subscriptions, records of conversations and agreements and payment transactions.

You are under no statutory or contractual requirement or obligation to provide us with your personal information; however, we require at least the information above for us to deal with you as a customer in an efficient and effective manner.

The legal basis for processing your data is based on your specific consent that we will have requested at the point the information was initially provided, therefore we will not store, process or transfer your data outside the parties detailed above unless we have an appropriate lawful reason to do so. Unless we are precluded from doing so by law, you have the right to remove your consent at any time by contacting us and requesting that processing of your details be restricted or deleted.

Unless otherwise required by law, your data will be stored for a period of five years after our last contact with you, at which point it will be deleted.

Protection of Personal Information

Abbots Langley Parish Council takes precautions, including administrative, technical, and physical measures, to safeguard your Data against loss, theft, and misuse, as well as against unauthorized access, disclosure, alteration, and destruction.

Abbots Langley Parish Council uses industry-standard efforts to safeguard the confidentiality of Data, including encryption, firewalls and SSL (Secure Sockets Layer). We have implemented reasonable administrative, technical, and physical security controls to protect against the loss, misuse, or alteration of your Data.



Cookies

This site uses cookies - these are small text files that are placed on your device to help this website to provide a better user experience. In general, cookies are used to retain user preferences, store information for things like shopping carts, and provide anonymised tracking data to third party applications like Google Analytics. As a rule, cookies will make your browsing experience better. However, you may prefer to disable cookies on this site and on others. The most effective way to do this is to disable cookies in your browser. We suggest consulting the Help section of your browser or looking at the [About Cookies](#) website which offers guidance for all modern browsers.

Google Analytics

This website sets “first party” cookies through its use of Google Analytics. We use Google Analytics to provide us with non-personal site analytics, which in turn help us improve this website. Google Analytics tracking uses cookies to provide meaningful reports about web site visitors’, but they do not collect personal data about you. Google Analytics sets or updates cookies only to collect data required for the reports. Additionally, Google Analytics only uses first-party cookies. This means that all cookies set by Google Analytics cannot be altered or retrieved by any service on any domain other than abbotslangley-pc.gov.uk. Further detailed information on Google Analytics cookies can be [found here](#).

If you have a concern about how we handle your data, in the first instance please contact the Clerk to the Council, or you would like to lodge a complaint, you may do so by contacting [The Information Commissioners Office](#).

Date	Version	Revision
22/05/2018	1.0	Issued under delegated authority. Added to website.
23/07/2018	1.0	F&A Committee approval. (23/07/2018 min.122.)

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