



GENERAL DATA PROTECTION REGULATIONS (GDPR)

How the information you provide will be used

Any personal information such as name, postal address, telephone number, and email address given via this website will only be used to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any other third party without your prior permission or unless we are required to do so by law.

Data Subject Access and the Data Protection Act

Chidham and Hambrook Parish Council takes your data privacy seriously. If you wish to find out what information the Parish Council holds about you please contact us providing your contact details, a brief description of the information you require and enclose proof of your identity. This could be a scanned copy of a household bill, passport or driving licence. You will receive a response to your request within 20 days.

Please send your request to one of the following:

Email address: chidhamandhambrookpc@gmail.com

Postal address: Clerk of the Council, Chidham and Hambrook Parish Council, 27 Bramber Square, Rustington, Littlehampton BN16 3EJ.

Privacy Notice

Chidham and Hambrook Parish Council takes the protection of your data seriously. Our aim is to provide a personalised and valuable service whilst safeguarding our users' privacy. Collecting some personal information is necessary if we are to satisfy the expectations and requirements of our users and we have set out below what we will do with your personal information.

Visitors to this web site

We do not use a third party service when someone visits this website, to collect any standard internet log information and details of visitor behaviour patterns. If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

Security and Performance

We use a third party service to help maintain the security and performance of our website. To deliver this service it processes the IP addresses of visitors to the site.

Links to other websites

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

Use of Cookies

This site uses cookies to maintain and keep track of users' preferences and authenticated sessions, to identify technical issues, user trends and effectiveness of campaigns, and to monitor and improve the overall performance.

Disclosure of personal information

We collect contact details via the web site for the purposes of providing a service to existing and potential customers. We will never disclose personal details without the consent of the owner. Details are only held for as long as is necessary to fulfil the service request.

Access to personal information

Individuals can find out if we hold any personal information by making a 'subject access request' under the General Data Protection Regulations. If we do hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

Please make any such request in writing via our email address or by post as set out above.

If at any time you feel that we have failed to meet these standards then please either contact us or make a complaint direct to the Information Commissioner using their website www.ico.org.uk/concerns.

***Issued by the Clerk and Responsible Financial Officer
of Chidham and Hambrook Parish Council on the 5 July 2018***