

## Woodford Community Council Privacy Policy

Woodford Community Council is dedicated to safeguarding and preserving your privacy when visiting our site or communicating electronically with us.

This Privacy Policy, together with our terms of use, provides an explanation as to what happens to any personal data that you provide to us, or that we may collect from you.

We do update this Policy from time to time so please do review this Policy regularly.

### 1. INFORMATION WE COLLECT

In operating our website we may collect and process the following data about you:

- 1.1 Details of your visits to our website and the resources that you access, including, but not limited to, traffic data, location data, weblogs and other communication data.
- 1.2 That you provide by filling in forms on our website.
- 1.3 Information provided to us when you communicate with us for any reason.

### 2. USE OF COOKIES

On occasion, we may gather information about your computer for our services and to provide statistical information regarding the use of our website.

Such information will not identify you personally it is statistical data about our visitors and their use of our site. This statistical data does not identify any personal details whatsoever.

Similarly to the above, we may gather information about your general internet use by using a cookie file. Where used, these cookies are downloaded to your computer automatically. This cookie file is stored on the hard drive of your computer as cookies contain information that is transferred to your computer's hard drive. They help us to improve our website and the service that we provide to you. It also helps you when you use our website.

All computers have the ability to decline cookies. This can be done by activating the setting on your browser which enables you to decline the cookies. Please note that should you choose to decline cookies, you may be unable to access particular parts of our website.

Third parties, who have supplied content for this website, or any advertisers, may also use cookies, over which we have no control. Such cookies (if used) would be downloaded when you access their websites. More details on cookies can be found [here](#).

### 3. USE OF YOUR INFORMATION

The information that we collect and store relating to you is primarily used to enable us to provide our services to you. In addition, we may use the information for the following purposes:

- 3.1 To provide you with information requested from us, relating to our community
- 3.2 To meet our contractual commitments to you.
- 3.3 To notify you about any changes to our website, such as improvements or service, which may affect our service.
- 3.4 We will contact you only when you have provided consent and only by those means you provided consent for.
- 3.5 If you do not want us to use your data for our or third parties' uses you will have the opportunity to withhold your consent to this when you provide your details to us on the form on which we collect your data.
- 3.6 Please be advised that we do not reveal information about identifiable individuals to our advertisers but we may, on occasion; provide them with aggregate statistical information about our visitors.

## 4. STORING YOUR PERSONAL DATA

- 4.1 We may transfer data that we collect from you to locations outside of the European Economic Area for processing, storing and in the case of the email newsletter to operate the subscribers' list via the international email marketing service MailChimp. They also have their own Privacy Terms, which can be viewed [here](#). By submitting your personal data, you agree to this transfer, storing or processing. We will take all reasonable steps to make sure that your data is treated securely and in agreement with this Privacy Policy.
- 4.2 Data that is provided to us is stored on secure servers as are names and email addresses of subscribers of the Woodford Community Council email newsletter. The newsletter application is provided by MailChimp and their Privacy Policy can be viewed [here](#). Details relating to any transactions entered into on our site will be encrypted to ensure its safety.
- 4.3 The transmission of information via the internet is not completely secure and therefore we cannot guarantee the security of data sent to us electronically and transmission of such data is therefore entirely at your own risk.

## 5. DISCLOSING YOUR INFORMATION

- 5.1 Where applicable, we may disclose your personal information to any member of our group. This includes, where applicable, volunteers or committee members.
- 5.2 We may also disclose your personal information to third parties (Mailchimp)
  - 5.2.1 Where we are legally required to disclose your information.
  - 5.2.2 To assist fraud protection and minimise credit risk.

## 6. DATA RETENTION

Personal data will only be retained as long as is necessary for the purposes it was collected and to satisfy any legal requirements.

## 7. THIRD PARTY LINKS

You may find links to third party websites on our website. These websites should have their own privacy policies which you should check. We do not accept any responsibility or liability for their policies whatsoever as we have no control over them. Any link to an external website should not be understood to be an endorsement of that website or the site's owners or their products or services

## 8. ACCESS TO INFORMATION

You have the right to access the information that we hold about you and the right to withdraw consent, correct or delete data. You can see more about these rights [here](#) on the ICO website. Should you wish to receive details that we hold about you please contact us using the contact details below.

## 9. CONTACTING US

If you have any queries, comments or requests you may have regarding this Privacy Policy. Please contact us at [info@woodfordcommunity.co.uk](mailto:info@woodfordcommunity.co.uk).

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### EXTERNAL LINKS

Woodford Community Council is not responsible for the content of external websites. Any link to an external website should not be understood to be an endorsement of that website or the site's owners or their products or services. Find out more details in our Terms and Conditions.