



## **PRIVACY NOTICE**

This Policy covers the treatment of personally identifiable information (PID) that the Council collects when you are using the website, when you email us, or when you complete and submit an online form via our website.

The Council holds and processes personal data in accordance with all current legislation relating to data protection and complies with Data Protection legislation and will be updated along with new legislation.

### **Information collection and use**

You can visit the site and use many of the services without telling the Council who you are or giving us any personally identifiable information. If you make a request for information or to answer a query the Council will keep your PID but only for as long as required and to improve the site.

### **Information sharing and disclosure**

The Council will not sell or rent your personally identifiable information to anyone.

The Council will only send personally identifiable information about you to other organisations when it has your consent or have a legal reason to do so.

### **Cookies**

The Council uses a cookie to identify you if you use or return to the site.

It is only when you complete a form that requests personal information or email the Council that you can be identified. When completing any forms, you may be asked for a variety of personal information such as name, address, post code etc.

The Council may use videos from YouTube and feeds from other websites such as Facebook and Twitter. These websites place cookies on your device when watching or viewing these pages and their policies can be seen on their sites.

You can stop cookies being downloaded on to your computer or other device by selecting the appropriate settings on your browser. If you do this you may not be able to use the full functionality of this website. There is more information about how to delete or stop using cookies on [AboutCookies.org](http://AboutCookies.org).