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MELMERBY

PARISH COUNCIL

PRIVACY NOTICE

Document History

Notes of changes in updated versions	Version No	Date of approval / adoption
Policy as initially approved and adopted	1	July 2019

Melmerby 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.

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.

Disclosure of personal information

We collect contact details via the web site when someone makes a comment. We will never disclose personal details without the consent of the owner unless required to by law. Details are only held for as long as is necessary for Parish Council business.

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 see our Subject Access Request Policy and Form on the website.

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