



**HACHESTON PARISH COUNCIL**

## **PRIVACY POLICY**

**18 JUNE 2018**

Hacheston parish Council takes personal information very seriously and it is important to us. This Privacy Policy is written to accord with our Data Protection Policy. Here is an outline of what data is recorded and used ("processed") in various contexts.

### **1 NEWSLETTER**

How we use your data:

- (a) When you sign up to the newsletter on our website, the form will record: your name; email address; IP address of the device you used at the time; Date and time when you signed up.
- (b) This information is:
  - (i) sent to the Clerk & responsible Officer of the Council, notifying the Council, and the email received serves as a record of your consent to receive email newsletters.
  - (ii) stored and used ("processed") by our supplier (MailChimp) to send a newsletter when the Council schedules one. Your name could be used at the start in the form "Dear [your name]", your email is processed by virtue of its being sent.

### **2 CONTACT FORM**

- (a) Contact Form: your name and email address are recorded in the Contact Form on the website and then sent via email to hachestonparishclerk@gmail.com where it is stored.
- (b) The email will be forwarded to the relevant Councillors if appropriate, and your email address and name will be "processed" when the Clerk sends you a reply.
- (c) By using the contact form, you agree to receiving a reply and to HPC forwarding your message to the appropriate Councillor. Your email address will be held in Gmail and will not be entered into the MailChimp email newsletter system.

### **3 WEBSITE**

- (a) The website uses cookies to identify your computer and thus places a small text file on your computer so that when you return to the website later it will know it is you.
- (b) When you visit our website, Google Analytics will record the fact that a visitor went to the site allowing us to monitor how successful the website is in furthering the aims of the Council. Information is anonymised so that individuals are not identified.

### **4 ELECTORAL ROLL**

- (a) Each year SCDC sends us a passworded document containing the Electoral Roll.
- (b) To remove yourself from the Electoral Roll contact SCDC.

## 5 YOUR DATA

- (a) You have control of your data.
- (b) You have a right to request us to remove your email and name from our mailing list. To implement your right, please click unsubscribe at the bottom of the email newsletter you received. Once your email is removed from the list, newsletters sent will not be sent to you.
- (c) We have not sent another email in relation to the GDPR because you have already given express consent to receiving messages from us, and we have kept a record of your consent. Every time a new member of the list signs up a confirmation message is sent with a link requesting confirmation. By clicking on this link in the email you received you are giving consent for us to use your data as described in 1(a) & 1(b) above. When the link is clicked MailChimp, sends us an email which serves as a record of your consent. To revoke consent simply unsubscribe.
- (d) HPC will keep the record of consent it received when you signed up even though it includes your personal details as described in 1(a). These are kept (by law) in order to comply with the law and to be able to demonstrate that consent was received. So on a practical level, under GDPR we have to keep a record of your consent and this necessarily involves keeping the personal data which demonstrates your consent (name, email, IP) with the time and date.
- (e) Your data will not be used to send unsolicited emails to you.

If you would like to discuss the privacy of your data, please write to: [hachestonparishclerk@gmail.com](mailto:hachestonparishclerk@gmail.com)  
(When you do that any information you put into the email will be received by our Gmail system and your email address will be stored. It be processed when the Council replies.)

Our Website: [www.hacheston.suffolk.gov.uk](http://www.hacheston.suffolk.gov.uk)