

## Shipton Parish Council and Shipton Village privacy policy

This privacy policy sets out how Shipton Parish Council and Shipton Village uses and protects any information that you give Shipton Parish Council and Shipton Village.

Shipton Parish Council and Shipton Village is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

Shipton Parish Council and Shipton Village may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 24 May 2018.

### **What we collect**

We may collect the following information:

- name
- email address

### **What we do with the information we gather**

We require this information to inform you of village news and events, and in particular for the following reasons:

- We may periodically send emails about events, news or village information using the email address which you have provided.

### **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

### **Controlling your personal information**

You may choose to restrict the collection or use of your personal information in the following ways:

- if you have previously agreed to us using your personal information for email purposes, you may change your mind at any time by writing to or emailing us at [shiptonparishcouncil@gmail.com](mailto:shiptonparishcouncil@gmail.com)

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We will not sell, distribute or lease your personal information to third parties.

You may request details of personal information which we hold about you under the Data Protection Act 1998. If you would like a copy of the information held on you please email [shiptonparishcouncil@gmail.com](mailto:shiptonparishcouncil@gmail.com)

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.