

**Ashley Parish Council takes the protection of your data seriously. It is the Council's mission to safeguard users' privacy whilst still providing a valuable service**

This privacy notice is in compliance with the General Data Protection Regulations (GDPR) which requires:

*Personal information - name and email address provided via this website's enquiry form will only be used to provide a service. It will be kept only for as long as is necessary to provide that service and will not be disclosed to any other third party without your permission or disclosure is required by law*

### **Visitors to Ashley Parish Council's Website**

Ashley Parish Council uses a standard analytical service - Google Analytics - to collect statistics such as number of visitors to the site on different dates, which pages of the website were accessed and the length of time a user stayed on a particular page. It is not possible to identify a person from the information collected to produce the statistics

### **Use of Cookies**

Ashley Parish Council does not use cookies

### **Links to other websites**

Ashley Parish Council has no control over your privacy if you use the links listed in this website to visit other websites. Once you have left Ashley's domain you are under the privacy rules of the new website

### **Disclosure of Personal Information**

Ashley Parish Council only collects personal information when a user makes a considered decision to complete a web enquiry form when details will be sent to the Clerk for processing

Personal details are only retained for as long as is necessary to complete the request/complaint etc..

Personal information is never divulged to a third party without your permission unless it is required by law

### **What, if any, Personal Data Ashley Parish Council Holds**

You can find out if Ashley Parish Council holds any personal data about you by making a GDPR 'subject access request' which requires that the Council discloses to you:

- What information the Council holds
- Why it is being held
- Who, if anyone, it has been, or could be, disclosed to

The Clerk will provide you with a copy of all your information held by Ashley Parish Council

### **Requesting Details of Personal Information**

Please contact the Clerk by email: [apc@ashleyworks.co.uk](mailto:apc@ashleyworks.co.uk)

or by post: North Arden Lodge  
Lamb Lane  
Ashley  
WA14 3QG

### **Complaints**

Should you feel that Ashley Parish Council has not met the required standards on personal information then please contact the Clerk by email: [apc@ashleyworks.co.uk](mailto:apc@ashleyworks.co.uk) or you can direct your complaint to the Information Commissioner via their website [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)