



## PRIVACY NOTICE

West Horsley 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.

**Visitors to this website:** When someone visits this website we use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

**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.

**Use of Cookies:** This site uses cookies to maintain and keep track of users' preferences and authenticated sessions, to identify technical issues, user trends and effectiveness of campaigns, and to monitor and improve the overall performance.

**Disclosure of Personal Information:** We collect contact details via the website for the purposes of providing a service to our residents. We will never disclose personal details without the consent of the owner. Details are only held for as long as is necessary to fulfil the service request or where residents have authorized WHPC to hold their contact data for the purposes of subscribing to our news updates. Residents who have signed up to this can opt out at any point by contacting [clerk@westhorsley.info](mailto:clerk@westhorsley.info).

**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
- let you have a copy of the information in an intelligible form

Please make any such request in writing to our Clerk at [clerk@westhorsley.info](mailto:clerk@westhorsley.info) or by post to West Horsley Parish Council, 99 The Street, West Horsley, KT24 6DD. If at any time you feel that we have failed to meet these standards then please either contact us or make a complaint direct to the Information Commissioner using their website [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns).

Adopted: 9 January 2020

Reviewed: 15 November 2022 and 19 November 2024

To be reviewed: November 2026