

Privacy policy

General Data Protection Regulations

Westbourne Parish Council takes your data privacy seriously. We ensure that any personal information used by us or given to us is treated in accordance with data protection legislation. When we collect information about you, we may provide you with a detailed privacy notice which tells you more about why we are collecting it and what we are using it for. We will only use your information in accordance with that privacy notice.

We are registered as a data controller with the Information Commissioner who maintains a public register of data controllers. To find out what processing of personal data is being carried out by us, go to <https://ico.org/esdwebpages/> and search for Westbourne Parish Council.

How we use your personal information

We may collect information from you when you contact us, subscribe to our newsletter or fill out an online form. You may be asked to enter your name, email address or phone number.

Any of the information we collect may be used to improve customer services or other services, send you information, respond to enquiries and/or other requests or questions. We use your information for the purpose for which you provided the information. The information we collect may be shared between Chichester District Council and West Sussex County Council, and with other organisation such as government bodies and the police, who provide you with similar services. We will only share your personal information when we are permitted to or are required to by law or if we have your consent to do so as required by the General Data Protection Regulation and Data Protection Act 2018. The Parish Council does not pass personal data to other organisations for marketing purposes without your consent. We do not sell, trade or otherwise transfer to outside parties your personally identifiable information.

Emails

Emails that we send to your or you send to us may be kept as a record of contact. We may also store your email address for future use. If we need to email sensitive or confidential information to you, we will check that we are using a correct email address and may use additional security measures.

Your rights

If you wish to find out what information the Council holds about you, please contact us providing your contact details, a brief description of the information you require, and enclose proof of your identity. This could be a scanned copy of a household bill, a passport or a membership card. You will receive a response to your request within 20 days.

You may also ask us to stop using your information for the purposes of direct marketing; rectify inaccurate information we hold about you; ask us to restrict the use of your personal information; or ask us to erase your personal data.

When we use your personal information on the basis of your consent, you will also have the right to withdraw your consent to our use of your personal information at any time. In some circumstances, this may mean that you will no longer be able to receive the service for which the personal information was collected.

Website disclaimer

Westbourne Parish Council makes every attempt to ensure the accuracy and reliability of the information contained in the documents stored, served and accessed by this website. However, this information should not be relied upon as a substitute for formal advice from any of its partner organisations. Westbourne Parish Council, its employees and agents will not be responsible for any loss, however arising, from the use of, or reliance on this information.

This information is provided 'as is' without warranty of any kind, either expressed or implied. You should not assume that this publication is error-free or that it will be suitable for the particular purpose which you have in mind when using it. Westbourne Parish Council assumes no responsibility for errors or omissions in this website or other documents which are referenced by or linked to the website.

In no event shall Westbourne Parish Council be liable for any special, incidental, indirect or consequential damages of any kind, or damages whatsoever, including without limitation, those resulting from loss of use, data or profits, whether or not advised of the possibility of damage, and on any theory of liability, arising out of or in connection with the use of performance of this website or other documents which are referenced or linked to this website. Files available to download from this site have been scanned for viruses, but we can take no responsibility once downloaded and we recommend scanning the file before opening.

The website could include technical or other inaccuracies or typographical errors. Changes are periodically added to the information herein; these changes will be incorporated in new editions of the website. Westbourne Parish Council may make improvements and/or changes in the services or facilities described in this website at any time.

Should you or any viewer of this website respond with information, feedback, data, questions, comments, suggestions or the like regarding the content of any Westbourne Parish Council publication, any such response shall be deemed not to be confidential and Westbourne Parish Council shall be free to reproduce, use, disclose, and distribute the response to others without limitation. You agree that Westbourne Parish Council shall be free to use any ideas, concepts or techniques contained in your response for any purpose whatsoever including, but not limited to, developing and marketing services incorporating such ideas, concepts or techniques.

The Parish Council's website contains external links to third party sites. Our privacy notice applies only to information collected by or on behalf of the Parish Council. If you go to another website, you should read their privacy policy before you give them any personal details.