## Eye & Dunsden Parish Council Neighbourhood Plan privacy policy

[Last updated November 2023]

Eye & Dunsden Parish Council (“us”, “we”, or “our”) operates [**http://eyedunsden.org**](http://eyedunsden.org/) the “Site”, and we are committed to protecting the privacy and security of our users’ and visitors’ personal information. This Privacy Policy (“Policy”) informs you of our policies regarding the collection, use and disclosure of Personal Information we receive from users of the Site. Our privacy procedures have been implemented to comply with the privacy legislation of the United Kingdom.

### Notice and Collection

While using our Site, we may ask you to provide us with certain information that can be used to contact or identify you. “Personal Information” is any information that is identifiable with you, as an individual.

Personal information we collect may include:

* Name
* Telephone number
* Postal address
* Email Address
* Land ownership/interest

Personal Information, however, does not include your name, business title or business address or business telephone number in your capacity as an employee of an organization. Eye & Dunsden Parish Council will only collect personal information by fair and lawful means. The provision of personal information is voluntary.

Eye & Dunsden Parish Council collects personal information for the following purposes:

* To understand your needs and preferences
* To respond to your inquiry when you contact us, request a download or request a demonstration
* To send you our newsletter when you sign up for it, or you sign up to stay informed
* Other uses as may be permitted or required by applicable law including the following:

Where there is a statutory requirement to do so, for example at the submission stage of the Local Plan (Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)), your name, contact details and comments will be shared with the Secretary of State, a Planning Inspector appointed by the Secretary of State to carry out the examination, and a Programme Officer. A Programme Officer acts as an independent point of contact between the council, Inspector and respondents. The Programme Officer and/or the council may contact you with relevant updates on the plan, or to invite you to discuss your comments at a public examination.

Unless required or permitted by law, we shall not use or disclose your personal information for a new purpose not identified here.

Eye & Dunsden Parish Council understands the importance of protecting children’s privacy, especially in an online environment. The Site covered by this Policy does not knowingly collect or maintain information about anyone under the age of 13.

### Choice and consent

Prior to obtaining your consent, Eye & Dunsden Parish Council will describe the choices available to you and obtain implicit or explicit consent with respect to the collection, use, and disclosure of your personal information, except in certain situations otherwise permitted by the law. Where it is reasonable to do so, we may rely on your implied consent. Otherwise, we will rely on explicit consent received directly from you to collect or use your personal information, for example, the collection of your personal information if you subscribe to a newsletter on the Site.

You may withdraw or modify your consent at any time through contacting Eye & Dunsden Parish Council’s Privacy Officer at: **clerk@eyedunsden.org**

### Use and Retention

Eye & Dunsden Parish Council limits the use of personal information to the purposes identified in this Policy and for which the individual has provided implicit or explicit consent. We retain personal information for only as long as it is necessary to fulfil the stated purposes, except with the consent of the individual or as required by law.

Personal information provided to us by users is primarily stored on servers in The United Kingdom.

Eye & Dunsden Parish Council will erase personal information that is no longer needed.

For neighbourhood planning consultations, your name, contact details and comments will be shared with an Examiner appointed by the council in consultation with the Qualifying Body (usually a Parish/Town council or relevant community group). Your comments will be considered by the planning Examiner as part of the independent examination of the plan. The Examiner and/or the council may contact you with relevant updates on the plan, or to invite you to discuss your comments at a public examination.

We may share the information in your submissions with others involved with Plan Making, such as Neighbourhood Plan Groups or the Oxfordshire Plan 2050 team, where you have indicated on your response form that you consent to this.

For Community Infrastructure Levy (CIL) Charging Schedule consultations, your name, contact details and comments will be shared with the Examiner and a Programme Officer appointed by the council. In line with the Community Infrastructure Levy Regulations 2010, you may be contacted by the Programme Officer (or where necessary the council) with relevant updates regarding the Examination or other aspects of the CIL Charging Schedule review.

### Disclosure to third parties

Eye & Dunsden Parish Council does not transfer personal information to third parties or service providers.

### Access

Eye & Dunsden Parish Council provides individuals with access to their personal information for review or update. If you wish to access your personal information to challenge accuracy or update it to ensure completeness, you may email us at **clerk@eyedunsden.org**. We will provide a response within 30 days of receiving an access request. If under certain circumstances we are unable to fully separate your personal information from that of another individual, we will not be able to provide you with access to your information.

### Quality

Eye & Dunsden Parish Council will strive to maintain an accurate and complete record of your personal information for the purposes identified in this Policy. If you believe your personal information may be inaccurate, you may contact us to access your personal information and take steps to verify, update, and correct it.

### Comments

Your comments will be processed and analysed by the Neighbourhood Plan team of the Parish Council unless specified otherwise. Responses submitted by individuals will be made public (including online publication) alongside the individual’s full name. No other contact details will be published.

Comments submitted by businesses or organisations will be made public (including online publication) alongside any business or organisation contact details provided.

When visitors leave comments on the site we collect the data shown in the comments form, and also the visitor’s IP address and browser user agent string to help spam detection.

An anonymised string created from your email address (also called a hash) may be provided to the Gravatar service to see if you are using it. The Gravatar service privacy policy is available [**here**](https://automattic.com/privacy/). After approval of your comment, your profile picture is visible to the public in the context of your comment.

### Embedded content from other websites

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged in to that website.

### Security for privacy

The security of your Personal Information is important to us but remember that no method of transmission over the Internet, or method of electronic storage, is 100% secure. While we strive to use commercially acceptable means to protect your Personal Information, we cannot guarantee its absolute security. Eye & Dunsden Parish Council protects personal information against unauthorized access in accordance with established policies and procedures. Information is protected by security safeguards appropriate to the sensitivity of the information.

### Monitoring and enforcement

Eye & Dunsden Parish Council monitors compliance with its privacy policies and procedures. Users may file privacy complaints and disputes by contacting Eye & Dunsden Parish Council’s Privacy Officer at **clerk@eyedunsden.org** who is accountable for our privacy compliance. Every privacy-related complaint will be acknowledged, documented, and investigated, with the results being provided to the complainant. If the complaint is found to be justified, appropriate measures will be taken as a result.

### Changes to this privacy policy

This Privacy Policy is effective as of November, 2023 and will remain in effect except with respect to any changes in its provisions in the future, which will be in effect immediately after being posted on this page.

We reserve the right to update or change our Privacy Policy at any time and you should check this Privacy Policy periodically. Your continued use of the website after we post any modifications to the Privacy Policy on this page will constitute your acknowledgment of the modifications and your consent to abide and be bound by the modified Privacy Policy.

If we make any material changes to this Privacy Policy, we will notify you either through the email address you have provided us, or by placing a prominent notice on our website.

### Contact us

If you have any further queries about this Privacy Policy, please contact us at:

**Eye & Dunsden Parish Council**
The Glade, Remenham Piece, Remenham Hill,
Henley on Thames, Oxon
RG9 3ET

01491 412908
**clerk@eyedunsden.org**