

# Berkswell Parish Council

## Website Cookie & Privacy Policy

**This website is the property of Berkswell Parish Council. We take the privacy of all visitors to this Website very seriously and therefore set out in this privacy policy our position regarding certain privacy matters.**

This privacy policy covers all data that is shared by a visitor with us whether directly via [www.walc.org.uk](http://www.walc.org.uk) directly or via email.

Our Privacy Policy provides an explanation as to what happens to any personal data that you share with us, or that we collect from you either directly via this Website or via email.

## Information We Collect

In operating our website we may collect and process the following data about you:

- Details of your visits to our website and the resources that you access, including, but not limited to, traffic data, location data, weblog statistics and other communication data.
- Information that you provide by filling in forms on our website.
- Information provided to us when you communicate with us for any reason.

## Use of Cookies

On occasion, we may gather information about your computer for our services and to provide statistical information regarding the use of our website to our advertisers.

Such information will not identify you personally it is statistical data about our visitors and their use of our site. This statistical data does not identify any personal details whatsoever. It is used by use to analyse how visitors to [www.walc.org.uk](http://www.walc.org.uk) interact with the Website so that we can continue to develop this website and make it a better experience for our visitors.

We may gather information about your general internet use by using a cookie file that is downloaded to your computer. Where used, these cookies are downloaded to your computer automatically. This cookie file is stored on the hard drive of your computer as cookies contain information that is transferred to your computer's hard drive. They help us to improve our website and the service that we provide to you.

All computers have the ability to decline cookies. This can be done by activating the setting on your browser which enables you to decline the cookies. Please note that should you choose to decline cookies, you may be unable to access particular parts of our website. External links may also use cookies, over which we have no control. Such cookies (if used) would be downloaded once you click on external links on our website.

## Opt-out

In order to provide website visitors with more choice on how data is collected by Google Analytics, Google has developed the Google Analytics Opt-out Browser Add-on. The add-on

communicates with the Google Analytics JavaScript (ga.js) to stop data being sent to Google Analytics. The Google Analytics Opt-out Browser Add-on does not affect usage of the website in any other way. A link to further information on the Google Analytics Opt-out Browser Add-on is provided below for your convenience.

<http://tools.google.com/dlpage/gaoptout?hl=None>

For more information on the usage of cookies by Google Analytics please see the Google website. A link to the privacy advice for this product is provided below for your convenience.

<http://www.google.com/analytics/learn/privacy.html>

## Disabling Cookies

If you would like to restrict the use of cookies you can control this in your Internet browser. Links to advice on how to do this for the most popular Internet browsers are provided below for convenience and will be available for the Internet browser of your choice either online or via the software help (normally available via key F1).

- Internet Explorer  
<http://windows.microsoft.com/en-GB/windows7/Block-enable-or-allow-cookies>
- Google Chrome  
[https://support.google.com/chrome/bin/answer.py?hl=en-GB&answer=95647&p=cpn\\_cookies](https://support.google.com/chrome/bin/answer.py?hl=en-GB&answer=95647&p=cpn_cookies)
- Mozilla Firefox  
<http://support.mozilla.org/en-US/kb/Blocking%20cookies>
- Apple Safari  
<http://docs.info.apple.com/article.html?artnum=32467>

## Core Principles

- Cookies are there: The cookies used are analytical cookies.
- What cookies are doing: The cookies are being used for analytical purposes.
- Implied users consent to store a cookie on their device: Implied consent can be obtained by linking directly to this website.

## Use of Your Information

The information that we collect and store relating to you is primarily used to enable us to monitor usage of our website. In addition, we may use the information for the following purposes:

- To provide you with information requested from us.
- To meet our legal responsibilities.
- Please be advised that we do not reveal information about identifiable individuals to anyone but we may, on occasion, provide aggregate statistical information about our visitors.

## Storing Your Personal Data

- We will take all reasonable steps to make sure that your data is treated securely and in agreement with this Privacy Policy.
- Data that is provided to us is stored on our secure hard drive. Details relating to any transactions entered into on our site will be encrypted to ensure its safety.
- The transmission of information via the internet is not completely secure and therefore we cannot guarantee the security of data sent to us electronically and transmission of such data is therefore entirely at your own risk.

## Disclosing Your Information

- Where applicable, we may disclose your personal information to any member of our Council.
- We may also disclose your personal information to third parties:
- Where we are legally required to disclose your information.

## Third Party Links

You might find links to third party websites on our website. These websites should have their own privacy policies which you should check. We do not accept any responsibility or liability for their policies whatsoever as we have no control over them.

## Access to Information

The Data Protection Act 1998 gives you the right to access the information that we hold about you. Please note that any demand for access may be subject to payment of a fee of £10 which covers our costs in providing you with the information requested. Should you wish to receive details that we hold about you please contact us using the contact details below.

## Contacting Us

We welcome any queries, comments or requests you may have regarding this Privacy Policy. Please do not hesitate to contact us by writing to:  
Berkswell Parish Council, PO Box 6379, Coventry, CV6 9LP.