

Privacy policy

July 2022

1) Introduction to Appleton East & West Parish Meeting.

This website ('site') is owned by Appleton East & West Parish Meeting. Appleton East & West Parish Meeting believes you have a right to privacy on the web. Therefore, Appleton East & West Parish Meeting works to protect your security online as vigorously as possible.

This policy applies to all pages hosted on this site. It does not apply to other organisations that Appleton East & West Parish Meeting may link and whose privacy policies may differ.

2) On what basis does Appleton East & West Parish Meeting collect personal information?

Personal information Appleton East & West Parish Meeting holds about you will be collected and used either because:

- you have consented for Appleton East & West Parish Meeting to do so for the specific purposes described in this policy;
- it is necessary for Appleton East & West Parish Meeting to comply with our obligations under a contract between you and Appleton East & West Parish Meeting; or
- it is necessary for the pursuit of a "legitimate interest", i.e. where Appleton East & West Parish Meeting or a third party have a valid reason for using your personal information, which is not overridden by your privacy.

3) What personal information does A1CW collect?

Appleton East & West Parish Meeting may collect the following personal information from you:

- Your name, residential address, contact address and telephone numbers, email address, photos and content you may have created or provided through your site use.
- Personal information you give to Appleton East & West Parish Meeting via email, the various personal information capture forms on our site, or information voluntarily given to Appleton East & West Parish Meeting via forms, meetings, telephone or postal mail.
- Payment information provided to enable Appleton East & West Parish Meeting to administer payments if applicable
- A record of any correspondence between you and Appleton East & West Parish Meeting.
- Replies to any surveys or questionnaires that Appleton East & West Parish Meeting may use for research purposes.
- Details of your visits to the site, the resources and pages you access and any searches you make.
- Any information Appleton East & West Parish Meeting may require from you when you report a problem or complaint.
- The number of communications you make with Appleton East & West Parish Meeting.
- By using cookies. For more information about cookies, see our cookie policy.

Appleton East & West Parish Meeting only collect such personal information when you choose to supply it to Appleton East & West Parish Meeting. However, please note there may be instances where Appleton East & West Parish Meeting receives and uses your personal information provided to Appleton East & West Parish Meeting by a third party.

4) How is your personal information used?

Appleton East & West Parish Meeting may use the personal information gathered for the following purposes:

- To keep you up to date on the latest announcements or other information related to A1CW that you have said you want to hear. Appleton East & West Parish Meeting may send this information electronically or otherwise if you have opted-in to receive information from Appleton East & West Parish Meeting.
- Ensure that the site's content is presented in the most effective manner for you and your device.
- For service administration purposes, Appleton East & West Parish Meeting may contact you for reasons related to any services you may have signed up for.
- Carry out and administer any obligations arising from any agreements entered into between you and Appleton East & West Parish Meeting.
- Administer our site for internal operations, including troubleshooting, data analysis, testing, research, and statistical and survey purposes.

5) Does Appleton East & West Parish Meeting share my personal information?

Appleton East & West Parish Meeting does not disclose any personal information you provide to any third parties other than as follows:

- When Appleton East & West Parish Meeting needs to send your personal information to companies who work on behalf of Appleton East & West Parish Meeting to provide a service to you, Appleton East & West Parish Meeting will only provide those companies with the personal information they need to deliver the service. They are prohibited from using that personal information for any other purpose.
- Where personal information such as email addresses is passed to our funders.
- Where Appleton East & West Parish Meeting carries out research to gain an insight into our services use, the research results (but not your personal information) may be transferred to interested third parties.
- If Appleton East & West Parish Meeting is under a duty to disclose or share your personal information in order to comply with any legal obligation (for example, if required to do so by a court order or for prevention of fraud or other crime).
- In order to enforce any terms and conditions or agreements for our services that may apply.
- Appleton East & West Parish Meeting may transfer your personal information to a third party as part of a restructure or merger.
- To protect our rights, property and safety, or the rights, property and safety of our users or any other third parties.

Other than as stated above, Appleton East & West Parish Meeting shall not disclose any of your personal information unless you give Appleton East & West Parish Meeting permission. Appleton East & West Parish Meeting supplies your personal information to a third party; Appleton East & West Parish Meeting will ensure that your privacy rights are protected, and that third party complies with the terms of this notice.

Appleton East & West Parish Meeting does not share personal information outside the European Economic Area (EEA) unless adequate safeguards are in place.

6) How secure is the personal information you give to Appleton East & West Parish Meeting?

Personal information collected on sites is stored in controlled servers with limited access. Your personal information may be stored and processed in the United Kingdom, where Appleton East & West Parish Meeting or its partners are located.

Appleton East & West Parish Meeting will take all reasonable steps to ensure that appropriate technical and organisational measures are carried out to safeguard the personal information Appleton East & West Parish Meeting collects from you and protect against unlawful access and accidental loss or damage.

These measures may include (as necessary):

- protecting our servers by both hardware and software firewalls;
- locating our data processing storage facilities in secure locations;
- when necessary, dispose of or delete your personal information so it is done so securely;
- regularly backing up all personal information Appleton East & West Parish Meeting holds.

Appleton East & West Parish Meeting will ensure that its employees are aware of their privacy and personal information security obligations. Further, Appleton East & West Parish Meeting will take reasonable steps to ensure that the employees of third parties working on our behalf are aware of their privacy and personal information security obligations.

This notice and our procedures for handling personal information will be reviewed as necessary.

Unfortunately, Appleton East & West Parish Meeting cannot guarantee the transmission of personal information via the internet is completely secure. Although Appleton East & West Parish Meeting will do its best to protect your personal information, Appleton East & West Parish Meeting cannot guarantee the security of your personal information transmitted to the site; any transmission is at your own risk. Once Appleton East & West Parish Meeting has received your personal information, Appleton East & West Parish Meeting will use the strict procedures and security features referred to in this clause to try to prevent unauthorised access.

7) How can you opt-out of receiving messages from Appleton East & West Parish Meeting?

Appleton East & West Parish Meeting will send you communications such as emails if you have given Appleton East & West Parish Meeting permission to do so. Suppose Appleton East & West Parish Meeting send you unsolicited emails. In that case, the email will enable you to register an opt-out to receiving other emails from Appleton East & West Parish Meeting. If you do not wish to receive messages from Appleton East & West Parish Meeting, please send an email asking that your personal information be removed from Appleton East & West Parish Meeting databases to tanya@a1communityworks.co.uk

8) Children's privacy and website users under the age of 16.

If you are under the age of 16, Appleton East & West Parish Meeting will only accept personal information that has permission given by your parent/guardian.

9) How long will Appleton East & West Parish Meeting keep your personal information?

Where you have given consent for Appleton East & West Parish Meeting to have your personal information at Appleton East & West Parish Meeting as part of a contractual obligation, we shall continue to use it for that purpose for ten years from the last date on which you have interacted with us. At this point, Appleton East & West Parish Meeting will ask you again if you wish to continue your consent. If at that point you do not respond Appleton East & West Parish Meeting will cease to use your personal information for that purpose for example emailing you information.

For any category of personal information not specifically defined in this Notice, and unless otherwise specified by applicable law, the required retention period for any personal information will be deemed to be ten years from the date of receipt by Appleton East & West Parish Meeting of that personal information.

The retention periods stated in this Notice can be prolonged or shortened as may be required (for example, in the event that legal proceedings apply to the personal information or if there is an on-going investigation into the personal information).

Appleton East & West Parish Meeting reviews the personal information (and the categories of personal information) Appleton East & West Parish Meeting holds on a regular basis to ensure the personal information Appleton East & West Parish Meeting is holding is still relevant to our business and is accurate. Suppose Appleton East & West Parish Meeting discovers that certain personal information Appleton East & West Parish Meeting is holding is no longer necessary or accurate. In that case, Appleton East & West Parish Meeting will take reasonable steps to correct or delete this personal information as may be required.

10) Your Rights - How can you access, correct or delete your personal information?

You have a right to know about how Appleton East & West Parish Meeting protects your personal information, (as set out in this policy).

You can also request information about the personal information Appleton East & West Parish Meeting holds about you (a subject access request). Please contact Appleton East & West Parish Meeting as detailed in section 10 below.

You always have the right to unsubscribe from our services where Appleton East & West Parish Meeting relies on your consent for holding your personal information.

Please let Appleton East & West Parish Meeting know if you need to update your personal information or if the personal information Appleton East & West Parish Meeting holds on you is incorrect.

You also have a right to restrict processing of your personal information and the right to object to your personal information being processed.

As Appleton East & West Parish Meeting, you have the right to stop using your personal information in certain ways (as set out in the policy).

You have the right to ask Appleton East & West Parish Meeting to delete your personal information. Unless Appleton East & West Parish Meeting has reasonable grounds to refuse the erasure, on receipt of such a request Appleton East & West Parish Meeting will securely delete the personal information in question within one month. The personal information may continue to exist in certain backup, but Appleton East & West Parish Meeting will take steps to ensure that it will not be accessible.

11) Contact Appleton East & West Parish Meeting

If you have any questions relating to this policy or the personal information Appleton East & West Parish Meeting holds about you, please email tanya@a1communityworks.co.uk or address them to:

The Data Representative ;Appleton East & West Parish Meeting

% Woodfield House, Hornby Park

Bedale, North Yorkshire, DL8 1NN

If we are unable to resolve any issues you may have or you would like to make a further complaint, you can contact the Information Commissioner's Office by visiting <http://www.ico.org.uk> for further assistance.

12) Changes to This Policy

Appleton East & West Parish Meeting may amend this policy from time to time. Appleton East & West Parish Meeting makes any substantial changes in the way your personal information is used. Appleton East & West Parish Meeting will inform you by posting a notice on the site.