

# **Brockenhurst Parish Council: Website Terms & Conditions of Use**

In using our website you are deemed to have read and agreed to the terms and conditions below.

If any provision of these terms and conditions is held to be unlawful, invalid or unenforceable, that provision shall be deemed severed and the validity and enforceability of the remaining provisions of these terms and conditions shall not be affected.

## **1. Privacy Policy**

This privacy policy states how Brockenhurst Parish Council (BPC) will respect the privacy of our website users. It sets out how BPC utilises and protects any information collected whilst using our website.

We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website then you can be assured that it will only be used in accordance with this privacy statement.

This policy is effective from the “Last Updated” date below. We may change this policy from time to time and will flag that we have done so on the home page of our website with a link to the policy page. It is your responsibility to review the revised policy to check that you are happy with any changes.

### What type of information do we collect?

We may collect, store and use the following kinds of personal data:

- Information about your computer and about your visits to and use of this website (this may include your IP address, geographical location, browser type, referral source, length of visit and number of page views);
- Contact information which you choose to send to us (such as your name, postal address, email address and telephone number); and
- Any other information you share with us as part of customer surveys, competitions or offers (like preferences and interests).

### Cookies

In common with virtually all other websites, BPC and our third party service providers use cookies on our website. A cookie is a small file which asks permission to be placed on your device’s hard drive (set using your internet browser settings).

You can choose to accept or decline cookies, however, some of our web applications may not function as intended if the use of cookies is not permitted or enabled. Should you wish to control the use of cookies you can enable and disable them by adjusting your internet browser settings.

Once you agree to accept cookies, a cookie file is saved to your computer and used to store small pieces of data that are sent to your computer when you visit a website. On subsequent visits, this data is then returned to the website to facilitate the tracking of distinct users; helping to analyse web traffic and usage; and to allow website content to be tailored to your needs, preferences and interests.

### What do we do with the information we gather?

BPC requires information to better understand our customers' needs and to provide the best services possible. We may use any information collected for:

- Internal record keeping;
- Administration, monitoring and improvement of our website;
- Improvements to your browsing experience by personalising the website and/or linking sessions (to prevent you from having to enter your user name and password each time you request restricted information);
- Enabling your use of the services available on the website;
- Delivery of relevant information and services to you;
- Enabling social sharing of content so you can share useful information easily with your friends or via social media;
- Improving our services;
- Contacting you with regards to any solicitations you have made to us; and
- Periodically sending you emails, with your permission, about new services, plus events, offers and/or other information which we think you might find interesting; and/or
- Dealing with enquiries and complaints made by or about you relating to the website.

We may disclose information about you to any of our employees, members, officers, agents, suppliers or subcontractors insofar as reasonably necessary for the purposes as set out in this privacy policy.

We will not pass on your personal information to any third parties without your express permission except:

- To the extent that we are required to do so by law;
- In connection with any legal proceedings or prospective legal proceedings; and/or

- In order to establish, exercise or defend our legal rights.

### Controlling your personal information

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information and will store all the personal information you provide on our secure, password and firewall protected network. Please note, however, that data transmission over the internet is inherently insecure and we cannot therefore guarantee the security of data sent by this means.

You may choose to restrict the collection or use of your personal information in the following ways:

- Whenever you are asked to fill in a form on the website, look for the option you can select to indicate that you do not want the information to be used by anybody for direct marketing purposes
- You can also notify us at any time by contacting the Parish Clerk via the website, writing to our postal address or replying to an email sent by us if you no longer wish to receive correspondence from us that you have previously agreed to.

We will not sell or pass on your personal information to any third parties without your express permission unless we are required to do so by law.

You may request details of personal information which we hold about you under the Data Protection Act 1998. If you would like a copy of this information please contact the Parish Clerk by email or by post using the contact details given below.

If you believe that any information we hold about you needs to be corrected or updated then please contact the Parish Clerk as soon as possible and we will take prompt action to amend our records.

### Links to other websites

The BPC website contains links to third party websites, however, once you have used these links to leave our site you should note that we do not have any control over that external website in terms of both content and privacy practices.

We do not monitor or review the content of other parties' websites which are linked to from this website; websites to which this site links are the responsibility of their individual authors and owners. Neither BPC nor its members or employees accepts any responsibility for statements made or opinions expressed in them.

Consequently we cannot be held responsible for the protection of any information you provide whilst visiting such sites and they are not governed by this policy. You are advised to

exercise caution with regard to the security and trustworthiness of any other site connected to or accessed through this site and to review the privacy statement applicable to the website in question before disclosing any personal information to them.

### Links to this website

Should you wish to create a link to any page of the BPC website you do so at your own risk and the terms and conditions set out in this document will apply to your use of this website by linking to it.

## **2. Access to the Website and Content**

BPC will endeavour to allow uninterrupted access to our website but access may be suspended, restricted or terminated at any time.

We reserve the right to change, modify, substitute or remove without any notice any information on our website from time to time and, whilst we aim to update it on an at least monthly basis, sometimes this may not be possible.

We have presented and accepted the information contained on our website in good faith and every reasonable effort has been made to ensure that the information is correct, up-to-date and valid. We will correct any errors or omissions as soon as practicable after being notified of them, however, neither BPC nor its members or employees shall be liable in any event for any loss, however arising, that is suffered by any person or party as a consequence of any errors in, or omissions from, this website.

Whilst BPC makes every attempt to ensure the accuracy and reliability of the information contained in the documents stored, served and accessed via our website, this information should not be relied upon as a substitute for formal advice for the originating bodies or departments of the Parish Council and its partners.

The information published on this website is provided “as is” without warranty of any kind, either expressed or implied. You should not assume that this publication is error-free nor that it will be suitable for the particular purpose which you have in mind when using it. BPC assumes no responsibility for errors or omissions in this publication or other documents which are referenced by or linked to this publication.

In no event shall BPC be liable for any special, incidental, indirect or consequential damages of any kind, or any 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 or performance of this website or other documents which are reference by or linked to it. 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.

Should you or any viewer of this website respond with information, feedback, data, questions, comments, suggestions or the like regarding the content of our website or any other BPC publication, any such response shall be deemed not to be confidential and BPC shall be free to reproduce, use, disclose and distribute the response to others without limitation. You agree that BPC 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.

This website can be viewed outside the UK and may contain references to BPC services that are not available in your country, however, these do not imply that BPC intends to make such services available in your country.