



## **Website Policy**

### **Using the Illogan Parish Council website**

#### **Copyright**

All material on this website, including text and graphics is copyright of Illogan Parish Council unless otherwise stated. Use of this material may only be made with the express permission of Illogan Parish Council.

#### **Disclaimer**

While every care has been taken in the compilation of the information contained on the website, Illogan Parish Council will not be held responsible for any loss, damage or inconvenience caused as a result of inaccuracy or error within these pages.

Illogan Parish Council takes all reasonable measures to ensure that the information provided from third parties is not defamatory or offensive, the Council cannot control the content or take responsibility for pages maintained by external providers.

#### **Accessibility**

Illogan Parish Council's website has been designed with the needs of people with sight problems in mind, including those who use access technology to browse the internet. We have also taken on board international guidance and best practice on web accessibility.

Illogan Parish Council is committed to ensuring everyone can access our website. This includes people with sight problems, hearing, mobility and cognitive impairments as well as users with dial-up, older browsers or newer technologies such as smartphones and tablets.

If you have any comments and/or suggestions or you are having any problem accessing the website using assistive technologies please contact the Clerk to the Council by either emailing [enquiries@illoganparishcouncil.gov.uk](mailto:enquiries@illoganparishcouncil.gov.uk) or telephoning 01209 711433.

#### **Data Quality**

Illogan Parish Council is committed to the highest standards of quality of information. If you think that there are any errors or out-of-date information please contact the Council Office using the details contained on the contacts page.

#### **External Links**

Although this website only looks to include quality, safe and relevant external links, users are advised to adopt a policy of caution before clicking any external web links mentioned throughout this website.

Illogan Parish Council cannot guarantee or verify the contents of any externally linked website despite their best efforts. Users should therefore note they click on external links at their own risk



and this website and its owners cannot be held liable for damages or implications caused by visiting any external links mentioned.

## **Hyperlinking Policy**

### **Hyperlinking to Illogan Parish Council**

Prior written permission is required before hyperlinks are directed from any website/website to this site. Permission for the same, stating the nature of the content on the pages from where the link has to be given and the exact language of the Hyperlink should be obtained by sending a request to The Clerk at Illogan Parish Council.

### **Hyperlinking by Illogan Parish Council**

Illogan Parish Council will strive to obtain written permissions to link to other websites. Illogan Parish Council is not responsible for the contents and reliability of the linked websites and does not necessarily endorse the views expressed in them. Mere presence of the link or its listing on this website should not be assumed as endorsement of any kind. We cannot guarantee that these links will work all the time and we have no control over availability of linked pages.

## **Virus Protection**

Illogan Parish Council makes every effort to ensure that the material on their website **of** virus free. The Council cannot accept any responsibility for the loss, disruption or damage to your data or your computing system whilst using this website or material derived from it.

# **Privacy Policy**

## **Purpose**

This Privacy Policy is for the website – [www.illoganparishcouncil.gov.uk](http://www.illoganparishcouncil.gov.uk) and currently served by KernowTek and governs the privacy of its users who choose to use it.

The Policy sets out the different areas where user privacy is concerned and outlines the obligations and requirements of the users, the website and website owners. Furthermore the way this website processes, stores and protects user data and information will also be detailed within this Policy.

## **The Website**

This website and its owners take a proactive approach to user privacy and ensure the necessary steps are taken to protect the privacy of its users throughout their visiting experience. This website complies with all UK national laws and requirements for user privacy.

## **Use of Cookies**

This website uses cookies to better the users experience whilst visiting the website. Where applicable this website uses a cookie control system allowing the user on their first visit to the



website to allow or disallow the use of cookies on their computer/device. This complies with legislation requirements for websites to obtain explicit consent from users before leaving behind or reading files such as cookies on a user's computer/device.

Cookies are small files saved to the user's computer's hard drive that track, save and store information about the user's interactions and usage of the website. This allows the website, through its server to provide the users with a tailored experience within this website.

Users are advised that if they wish to deny the use and saving of cookies from this website onto their computers hard drive they should take necessary steps within their web browsers security settings to block all cookies from this website and its external serving vendors.

This website uses tracking software to monitor its visitors to better understand how they use it. This software is provided by Google Analytics and Webmaster which uses cookies to track visitor usage. The software will save a cookie to your computer's hard drive in order to track and monitor your engagement and usage of the website, but will not store, save or collect personal information. You can read Google's privacy policy here for further information –

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

Other cookies may be stored to your computer's hard drive by external vendors when this website uses referral programs, sponsored links or adverts. Such cookies are used for conversion and referral tracking and typically expire after thirty (30) days, though some may take longer. No personal information is stored, saved or collected.

## **Contact and Communication**

Users contacting this website and/or its owners do so at their own discretion and provide any such personal details requested at their own risk. Your personal information is kept private and stored securely until a time that it is no longer required or has no use, as detailed in the Data Protection Act 1998. Every effort has been made to ensure a safe and secure form to email submission process but advises users using such form to email processes that they do so at their own risk.

This website and its owners use any information submitted to provide you with further information about the services they offer or to assist you in answering any questions or queries you may have submitted. This is by no means an entire list of your user rights in regard to receiving email marketing material. Your details are not passed onto any third parties.

## **Social Media Platforms**

Users are advised to use social media platforms wisely and communicate/engage upon them with due care and caution in regard to their own privacy and personal details. Neither this website nor its owners will ever ask for personal or sensitive information through social media platforms and encourage users wishing to discuss sensitive details to contact them through primary communication channels such as by telephone or email.

This website may use social sharing buttons which help share web content directly from web pages to the social media platform in question. Users are advised before using such social sharing buttons that they do so at their own discretion and note that the social media platform may track



and save your request to share a web page respectively through your social media platform account.

## Shortened Links in Social Media

This website and its owners through their social media platform accounts may share web links to relevant web pages. By default some social media platforms shorten lengthy urls (web addresses).

Users are advised to take caution and good judgement before clicking any shortened urls published on social media platforms by this website and its owners. Despite best efforts to ensure only genuine urls are published many social media platforms are prone to spam and hacking and therefore this website and its owners cannot be held liable for any damages or implications caused by visiting any shortened links.

## Resources and Further Information

- General Data Protection Regulation
- Data Protection Act 1998
- Privacy and Electronic Communications Regulations 2003
- Privacy and Electronic Communications Regulations 2003 – The Guide
- Twitter Privacy Policy
- Facebook Privacy Policy
- Google Privacy Policy
- LinkedIn Privacy Policy
- Mailchimp Privacy Policy
- Website Privacy Policy

Review Date	Reviewed By	Amendments	Minute Number
27.02.19	Governance Review Committee	None	GR19/02/37.2
23.03.22	Governance Review Committee	<ul style="list-style-type: none"> <li>• Page 3 – Purpose – 1st paragraph – amend to read 'This Privacy Policy is for the website – www.illoganparishcouncil.gov.uk and currently served by KernowTek and ...'</li> <li>• Page 4 – Social Media Platforms – 1st paragraph – delete</li> <li>• Page 4 – Social Media Platforms – 2nd paragraph – 2nd sentence amend to read ' Neither this website ...'</li> </ul>	GR22/03/22.2
27.09.23	Governance Review Committee	None	GR23/09/22.2
27.03.24	Governance Review Committee	None	GR24/03/21.2

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