

Policy Statement for Bucklebury Parish Website

Purpose

This website is maintained by Bucklebury Parish Council for and on behalf of villagers and visitors alike. It is our aim to keep the overhead of maintaining this web site to a minimum and yet still ensure that the information is current and relevant.

Objectives

1. To provide a single reference point for residents of and visitors to Bucklebury Parish.
2. To ensure all website entries are co-ordinated.
3. Provide up-to-date information on Parish events as well as activities of interest to both residents and local business.
4. To support Parish activities.
5. To provide information on the activities and meetings of the Parish Council.
6. To raise awareness of the Parish Council and other formal village groups.
7. To disseminate Parish Council and other Regional Government information and notices to residents, village organisations, groups and businesses, in a friendly, timely and cost-effective manner.

Policy

1. To display Parish Council contact details and Member List, including areas of responsibility.
2. To display statutory documents and notices, including Agenda and Minutes.
3. To provide news and articles to promote the activities of the Parish Council and other formal village groups.
4. To provide links to local transport providers.
5. To provide information of local businesses and services that reside within the Parish boundaries, including hyperlinks where available.
6. To provide a photo gallery of events within the Parish, including current and past events/Projects.
7. To provide links for locals schools, churches and other Parish amenities.
8. All photographs published should have the permission of the copyright holder.
9. General photographs of village events may be included and where appropriate or practical, notices are displayed warning that photographs are being taken and may be included on the website.
10. No commercial marketing or advertising is allowed.
11. Promotion of Events - no commercial events will be listed, only those run by a local group/society, or a charity event. All events must take place within the Parish boundary, unless it is for a non-profit making organisation, and that there is some connection or relevance to Bucklebury parish.

Privacy

We are committed to safeguarding the privacy of our website visitors. We may collect and store information about your computer and about your visits to and use of this website (including your IP address, geographical location, browser type, referral source, length of visit and number of page views). None of this data can be used to personally identify you.

Personal data

No personal data is automatically collected apart from information that you specifically send to us including your name, age and sex, postal address or your phone, fax or email details.

Personal data submitted on this website will be used for the purposes specified in this privacy policy or in relevant parts of the website.

We may use your personal information to:

1. Administer the website.
2. Improve your browsing experience by personalising the website.
3. Enable your use of the services available on the website or described at the time when you supply us with your information.
4. Provide you with our services such as sending you our newsletter.
5. Provide third parties with statistical information about our users – but this information will not be used to identify any individual user.
6. Deal with enquiries and complaints made by or about you relating to the website.

Where you submit personal information for publication on our website, we will publish and otherwise use that information in accordance with the licence you grant to us.

We will not without your express consent provide your personal information to any third parties for the purpose of direct marketing.

Cookies - Google Analytics

We use Google Analytics to analyse the use of our website and help us create a more useful and easy to use site. Google Analytics uses "cookies", which are text files placed on your computer, to collect information such as visitor numbers and the most popular pages.

The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google on servers in the United States. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google.

If you want to see more information about how Google uses this data and what they do with the data they collect, please view their privacy policy.

Cookies are not used to identify you personally. They are just here to make the site work better for you. Note that, you can manage and/or delete these small files as you wish.

To learn more about cookies and how to manage them, visit AboutCookies.org.

Disclosures

We may disclose information about you to any of our employees, officers, agents, suppliers, task groups or subcontractors insofar as reasonably necessary for the purposes as set out in this privacy policy or any other purposes indicated when you first supply us with information about you in any particular case, such as in connection with a survey we are conducting.

In addition, we may disclose information about you:

- To the extent that we are required to do so by law
- In connection with any legal proceedings or prospective legal proceedings
- In order to establish, exercise or defend our legal rights

Except as provided in this privacy policy, we will not provide your information to third parties.

Security of your personal data

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

We do not warrant that functions available on this website will be uninterrupted or error free, that defects will be corrected, or that the server that makes it available is free of viruses or bugs. You acknowledge that it is your responsibility to implement sufficient procedures and virus checks (including anti-virus and other security checks) to satisfy your particular requirements.

Of course, data transmission over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

Financing

1. All costs of website hosting, domain name & management are to be met by the Parish Council
2. All entries are free to Clubs and Organisations
3. All entries are free to businesses located within the parish that are providing local services

Management

1. The domain name of the website is www.buckleburyparish.org
2. Bucklebury Parish Council retains overall responsibility for the content of the website.
3. Day to day management, monitoring & approval of content is delegated to the Parish Clerk or nominated Parish Councillor(s).
4. Input and website administration to be provided by a representative of Bucklebury Parish Council.
5. Two members of the Parish Council to review the content on the website every three months and report to the Parish Council.
6. Information published on pages provided free of charge to local groups & businesses is the responsibility of those individual groups & businesses.
7. This information should be reviewed and updated every three months (if necessary) The Parish Clerk should be informed that this review has been carried out.
8. When information is updated, previous pages are archived for a period of 12 months.

Legal responsibility

A link to a disclaimer to be added to the footer of each page as follows:

Disclaimer

The view and opinions expressed on the Bucklebury Parish website do not necessarily represent the views of the council or the editor. Neither the editor nor council can be held responsible for the failure of advertisers to provide services or products as advertised. Every effort has been made to ensure that the contents of this Website are correct at the time of publishing. The council or editor cannot accept responsibility for any loss, damage or inconvenience as a result of any errors, omissions or changes to information subsequent to publication.

The information featured on this website is the copyright of Bucklebury Parish Council unless otherwise indicated. No part of this web site may be reproduced or transmitted in any form or by any means unless with the permission of the Council beforehand.

You may establish links to this website.

A full copy of our policy can be downloaded here.

Policy amendments

We may update this privacy policy from time-to-time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes.

Your rights

You may instruct us to provide you with any personal information we hold about you. Provision of such information may be subject to the payment of a fee currently fixed at £10.00.

Third party websites

The website contains links to other websites. We are not responsible for the privacy policies or practices of third party websites. The inclusion of a link to another organisation's site does not constitute a recommendation or endorsement of that organisation or site by the Council.

Other organisations

The inclusion of any third party's name within the website should not be used as a recommendation of that third party's products and/or services.

Updating information

Please let us know if the personal information which we hold about you needs to be corrected or updated.

Contact

If you have any questions about this privacy policy or our treatment of your personal data, please contact the Parish Clerk via email [buckleburyparishclerk@yahoo.co.uk].

Feedback

We always appreciate comments, information and feedback. Please contact the Parish Clerk via email [buckleburyparishclerk@yahoo.co.uk]. We will do our best to get back to you as soon as possible, but some matters may need to wait for the next Parish Council meeting.

Bucklebury Parish Council, January 2013

Version 2.0