

GDPR POLICY

General Data Protection Regulation Policy Statement

Under the General Data Protection Regulation (GDPR) (EU) 2016/679, Sesswick Community Council have a legal duty to protect any information we collect from you. Information contained in this email and any attachments may be privileged or confidential and intended for the exclusive use of the original recipient.

We will always make sure that your information is protected and treated securely. Any information about you that we hold, or details you give us, will be held in accordance with: The General Data Protection Regulation (GDPR) and as detailed in Sesswick Community Council Privacy Policy and GDPR policy.

Privacy Statement

We are committed to maintaining the accuracy, confidentiality, and security of your personally identifiable information ("Personal Information"), and to provide a compliant and consistent approach to data protection. As part of this commitment, our Privacy Policy governs our actions as they relate to the collection, use and disclosure of Personal Information. Please see our Privacy Policy.

All information on general council business is published on the council's website.

We use the following principles in our GDPR policy

1. Lawfulness, fairness, and transparency.
2. Purpose limitation.
3. Data minimization.
4. Accuracy.
5. Storage limitation.
6. Integrity and confidentiality (security)
7. Accountability.

The following data we may collect about you can be...

- a name and surname.
- Home address
- the telephone,
- credit card or personnel number of a person,
- account data,
- number plate,
- appearance,
- customer number or address
- an Internet Protocol (IP) address.
- an identification card number.
- a cookie ID.
- the advertising identifier of your phone.

And are all personal data.

Since the definition includes "any information," we must assume that the term "personal data" should be as broadly interpreted as possible.

If you have any questions related to our GDPR, please contact our Data Protection Officer or make a Data Subject Access Request by contacting Sesswick Community Council via our website contact us email address: clerk@sesswickcommunitycouncil.gov.wales

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GDPR and PRIVACY POLICY

This Privacy Policy applies between you, the User of this Website, and Sesswick Community Council, the owner and provider of this Website, Sesswick Community Council takes the privacy of your information very seriously. This Privacy Policy applies to our use of any and all Data collected by us or provided by you in relation to your use of the Website. It also includes any other method of communication with you and Sesswick Community Council.

This Privacy Policy should be read alongside, and in addition to, **our Terms and Conditions**, which can be found at: Sesswickcommunitycouncil.gov.wales
Please read this Privacy Policy carefully.

Definitions and Interpretation

1. In this Privacy Policy, the following definitions are used:

Data	collectively all information that you submit to Sesswick Community Council via the Website or any other means. This definition incorporates, where applicable, the definitions provided in the Data Protection Laws;
Data Protection Laws	any applicable law relating to the processing of personal Data, including but not limited to the GDPR, and any national implementing and supplementary Laws. regulations and secondary legislation:
GDPR	the UK General Data Protection Regulation:
Sesswick Community Council, We or us	Sesswick Community Council registered with ... Sesswick Community Council whose registered office is at Sesswick, Wrexham County Borough, Wales.
User or You	Any third party that accesses the Website or contacts Sesswick Community Council by any other means and is not either (i) employed by Sesswick Community Council and acting in the course of their employment or (ii) engaged as a consultant or otherwise providing services to Sesswick Community Council and accessing the Website in connection with the provision of such services
Website	The website you are currently using, sesswickcommunitycouncil.gov.wales , and any sub-domain of this site unless expressly excluded by their own terms and conditions

2. In this Privacy Policy, unless the context requires a different interpretation:
- the singular includes the plural and vice versa:
 - references to sub-clauses, clauses, schedules or appendices are to sub clauses, clauses, schedules or appendices of this Privacy Policy:
 - a reference to a person includes firms, companies, government entities, trusts and partnerships;
 - "including" is understood to mean "including without limitation"
 - reference to any statutory provision includes any modification or amendment of it:
 - the headings and sub-headings do not form part of this Privacy Policy.

Scope of this Privacy Policy

3. This Privacy Policy applies only to the actions of Sesswick Community Council and Users with respect to this Website or any other form of direct communication with us. It does not extend to any websites that can be accessed from this website including, but not limited to, any links we may provide to social media websites.

4. For purposes of the applicable Data Protection Laws, Sesswick Community Council is the "data controller". This means that Sesswick Community Council determines the purposes for which, and the manner in which, your Data is processed.

Data Collected

5. We may collect the following Data, which includes personal Data, from you:
 - a. Name.
 - b. contact Information such as email addresses and telephone numbers:
 - c. demographic information such as postcode. preferences and interests:
 - d. a list of URLs starting with a referring site. your activity on this Website. and the site you exit to (automatically collected):
 - e. Email address, home address

How We Collect Data

We collect Data in the following ways:

- a. data is given to us by you;
- b. data is received from other sources; and
- c. data is collected automatically.

Data That is Given to Us by You

7. Sesswick Community Council will collect your Data in a number of ways, for example:

- a. when you contact us through the Website, by telephone, post, e-mail or through any other means;
 - b. when you fill in and complete any surveys that we use for research purposes (although you are not obliged to respond to them);
 - c. when you make payments to us through this Website or otherwise
 - d. when you use our services:
 - e. residents, councils. individual organisations:
- in each case, in accordance with this Privacy Policy.

Data That is Received from Third Parties

8. Sesswick Community Council will receive Data about you from the following third parties:
 - a. Government organisations

Data That is Collected Automatically

9. To the extent that you access the Website, we will collect your Data automatically, for example:
 - a. content and navigation. and includes your IP address. the date. times and frequency with which you access the Website and the way you use and interact with its content

Our Use of Data

10. Any or all of the above Data may be required by us from time to time in order to provide you with the best possible service and experience when using our website. Specifically, Data may be used by us for the following reasons:

- a. internal record keeping;
 - b. improvement of our products / services;
- in each case, in accordance with this Privacy Policy.

11. We may use your Data for the above purposes if we deem it necessary to do so for our legitimate interests. If you are not satisfied with this you have the right to object in certain circumstances (see the section headed "Your rights" below).

Who We Share Data With

12. We may share your Data with the following groups of people for the following reasons:

- a. our employees, agents and/or professional advisors - council members to make decisions;
- in each case, in accordance with this Privacy Policy.

Keeping Data Secure

13. We will use technical and organisational measures to safeguard your Data. for example

- a. access to your personal details is controlled by a **password** or **user name** that is unique to the council, we store your Data on secure servers which is protected by a **password** and **encrypted**.

14. We are compliant to GDPR. This family of standards helps us manage your Data and keep it secure

15. Technical and organisational measures include measures to deal with any suspected data breach. If you suspect any misuse or loss or unauthorised access to your data, please let us know immediately by contacting us via this e-mail address: clerk@sesswickcommunitycouncil.gov.wales

16. If you want detailed information from Get Safe Online on how to protect your information and your computers and devices against fraud, identity theft, viruses and many other online problems, please visit www.getsafeonline.org. Get Safe Online is supported by HM Government and leading businesses.

Data Retention

17. Unless a longer retention period is required or permitted by law, we will only hold your Data on our systems for the period necessary to fulfil the purposes outlined in this Privacy Policy or until you request that the Data be deleted.

18. Even if we delete your Data, it may persist on backup or archival media for legal, tax or regulatory purposes.

Your Rights

19. You have the following rights in relation to your Data

- a. **Right to access** - the right to request (i) copies of the information we may hold about you at any time, or (ii) that we may modify, update or delete such information. If we provide to you the information we may hold about you, we will not charge you for this unless your request is "manifestly unfounded or excessive." Where we are legally permitted to do so, we may refuse your request. If we refuse your request, we will tell you the reasons why
- b. **Right to correct** - the right to have your Data rectified if it is inaccurate or incomplete
- c. **Right to erase** - the right to request that we delete or remove your Data from our system
- d. **Right to restrict our use of your Data** - the right to "block" us from using your Data or limit the way in which we can use it.
- e. **Right to data portability** - the right to request that we move, copy or transfer your Data.
- f. **Right to object** - the right to object to our use of your Data including where we use it for our legitimate interests

20. To make enquiries, exercise any or your rights set out above, or withdraw your consent to the processing of your data (where consent is our legal basis for processing your Data), please contact us via this e-mail address clerk@sesswickcommunitycouncil.gov.wales

21. If you are not satisfied with the way a complaint you make in relation to your Data is handled by us, you may be able to refer your complaint to the relevant data protection authority. For the UK, this is the Information Commissioner's Office (ICO). 'The ICO's contact details can be found on their website at <https://ico.org.uk/>. Sesswick Community Council is a member of the Information Commission.

22. It is important that the Data we hold about you is accurate and current. Please keep us informed if your Data changes during the period for which we hold it.

Links to Other Websites

23. This Website may, from time to time, provide links to other websites. We have no control over such websites and are not responsible for the content of these websites. This Privacy Policy does not extend to your use of such websites. You are advised to read the Privacy Policy of other websites prior to using them.

Changes of Business Ownership and Control

24. Sesswick Community Council may from time to time, expand or reduce our business and this may involve the sale and/or the transfer of control of all or part of Sesswick Community Council. Data provided by Users will, where it is relevant to any part of our business, be transferred along with that part and the new owner or newly controlling party will, under the terms of this Privacy Policy, be permitted to use the Data for the purposes for which it was originally supplied to us.

25. We may also disclose Data to a prospective purchaser of our business or any part of it

26. In the above instances. we will take steps with the aim of ensuring your privacy is protected

General

27. You may not transfer any of your rights under this Privacy Policy to any other person. We may transfer our rights under this Privacy Policy where we reasonably believe your rights will not be affected

28. If any court or competent authority finds that any provision of this Privacy Policy (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision will, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of this Privacy Policy will not be affected

29. Unless otherwise agreed, no delay, act or omission by a party in exercising any right or remedy will be deemed a waiver of that, or any other, right or remedy.

30. This Agreement will be governed by and interpreted according to the law of England and Wales. All disputes arising under the Agreement will be subject to the exclusive jurisdiction of the English and Welsh courts.

Changes to This Privacy Policy

31. Sesswick Community Council reserves the right to change this Privacy Policy as we may deem necessary from time to time or as may be required by law. Any changes will be immediately posted on the Website and notice boards and you are deemed to have accepted the terms of the Privacy Policy on your first use of the Website following the alterations.

You may contact Sesswick Community Council by email at:
clerk@sesswickcommunitycouncil.gov.wales

Attribution

32. This Privacy Policy was created using a document from Rocket Lawyer (<https://www.rocketlawyer.com/gb/en>).

This Privacy Policy was created on 16 March 2025.

Reviewed, updated and approved by the council on 15th May 2026 (minute No: 26/161)