



## **PRIVACY POLICY**

Transmitting information over the internet is generally not completely secure, and we can't guarantee the security of personal data.

Any data you transmit over the internet is at your own risk.

There are procedures and security features in place to try and keep your data secure once the Council receives it.

The Council won't share personal information with any other organisations for marketing, market research or commercial purposes, nor will the Council pass on your details to other websites.

## **DISCLOSING YOUR INFORMATION**

The Council may pass on your personal information if the Council has a legal obligation to do so.

This includes exchanging information with other government departments for legal reasons.

## **YOUR RIGHTS**

You can find out what information we hold about you, and ask us not to use any of the information we collect.

**Approved: July 2016**

**Review: July 2017**