

Kislingbury Parish Council Website Compliance Policy

1. The Transparency Code requires certain information to be published on a publicly accessible website. This information is as follows and will be uploaded annually:

- all items of expenditure above £100
- end of year accounts (annually).
- annual governance statement (annually)
- internal audit report (annually)
- list of councillor or member responsibilities (annually)
- the details of public land and building assets (annually) NA

Minutes, agendas and meeting papers of formal meetings (minutes within a month of the meeting).

2. GDPR

Kislingbury Parish Council is fully compliant with GDPR and is supported by Netwise, our Website host under their Premium Package.

This package includes:

- SSL certificate installed and configured. This ensures that any data passed between the user and the website is encrypted.
- Custom Privacy Policy page including content compliant with GDPR legislation, including Data Protection Officer contact details.
- Additional functionality to allow data subjects (users) to automatically download and delete any personal data (email subscribers, newsletter subscribers etc.)
- GDPR compliant cookie consent function to allow the visitor to grant and withdraw access in compliance with GDPR regulations.

3. WCAG 2.1 AA accessibility standard

Accessibility Standards For Public Authority Websites.

One in five people in the UK has a disability.

The standard states that a website should be accessible to as many people with disabilities as possible, this includes:

- impaired vision
- motor difficulties
- cognitive impairments or learning disabilities
- deafness or impaired hearing
- Our website already provides the basis of compliance in so far as it is responsive and displays well on any device.

A compliant website will allow someone with impaired vision to use a text reader that reads the content aloud. This means that any links that you have will be descriptive, instead of saying something like “click here” also, images need to have a description in the alt tag that will allow text readers to inform the user of what the image depicts.

Kislingbury Parish Council GDPR Privacy Notice.

Kislingbury Parish Council will be referred to as the ‘Controller’ of the personal data you provide to us. We will only collect basic data which does not include any special types of information or location based information. This can however include name, address, email, phone number.

Why we collect your data

We need to know basic data in order to provide a service. We will not collect any personal data from you we do not need in order to provide and oversee this service to you.

What we may do with your data

All the personal data we process is processed by our officers for the purpose of Parish Council business. This information is located on servers within the European Union. No 3rd parties have access to your personal data unless the law allows them to do so.

We have a Data Protection regime in place to oversee the effective and secure processing of your personal data. More information on this framework can be found on our website.

How long we keep your data

We are required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of 6 years after which time it will be destroyed. Your information we use for marketing purposes will be kept with us until you notify us that you no longer wish to receive this information.

What we would also like to do with your data

If you have contacted us via email or contact form then we will use the data you have provided to process your request. If you have subscribed to website updates or newsletters then you will receive those until you unsubscribe.

What are your rights

If you believe the information we may have is inaccurate then you can request to see this information and ask to have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us and request that we investigate. Please contact our Parish Clerk If you are not satisfied with our response or believe we are processing your data improperly then you can complain to the Information Commissioner's Office <https://ico.org.uk/>

SSL Certificates

Having an SSL certificate ensures that the data passed between the users computer and our website is secure.

Cookie Policy

The GDPR regulations state that consent for cookies must be given and not assumed. Furthermore, any cookie that tracks the user must be deactivated until consent is given. Cookies such as those from Google Analytics are capable of tracking and so must be deactivated until consent is obtained.

Consent must be granular and if consent is not given then the user should be expected to have the same experience as someone who has given consent. Also, consent must be able to be withdrawn at any time.

With the advent of GDPR our website includes an SSL certificate. This ensures that visitors to our Parish Council website will see a padlock and the word SECURE in the address bar. This ensures that any data that passes between the visitor and our website is encrypted and secure.

Janet Mallett

October 2023