



Cowfold Parish Council

Website Privacy Policy

Introduction

The policy defines the personal information that this website collects, why we collect it and how we protect it.

About This Website

The website is hosted by 1and1 under a shared hosting package contract. This means that the website software runs on shared 1and1 owned servers, which are accessed via our individual domain and is stored on a separate partition of the hard drive space. A major advantage of this arrangement is that 1and1 takes responsibility for maintenance, repair and updating tasks and for the security of the website data.

The website is built using the widely-used, open-source software package, WordPress. This (together with the website “theme” software and any associated plugins) is updated on a regular basis to maintain protection against new security threats. For additional security, the website software is regularly backed up using a premium plugin and stored in a personal password-protected Dropbox account.

Data is uploaded to the website database (stored on 1and1 owned servers) from the Webmaster’s computer, an Apple MacBookPro laptop. Updates to the computer operating system and associated security software are installed as soon as possible after they become available for downloading. Files stored on the computer are backed up on a regular basis to a local dedicated hard drive storage device that is password protected.

How We Store and Use Your Personal Information

This website collects and uses personal information as follows:

Site visit tracking

This site uses Jetpack by WordPress.com to track user visits and determine the number of people accessing our site, which pages are most popular and

how the number of visits varies over time. None of the collected data personally identifies you.

Jetpack may make use of cookies to log which pages you visit but this can be disabled within your internet browser.

Contact form

If you contact us using the form on our Contact Us page, the data you supply – name, email address and message/comment - is stored within the website database and also sent the Parish Clerk's mail box: clerk@cowfold-pc.gov.uk.

Email links

Emails sent to the clerk's clerk@cowfold-pc.gov.uk address are stored in secure data centres managed by Hosting UK (with which the domain name is also registered). They are accessed on the clerk's computer using the Microsoft Outlook email client software. Any updates to this software are installed as soon as they become available.

The Clerk's computer is a desktop PC loaded with a Microsoft Windows10 operating system and Kapersky security software. The latest versions of the software are installed as soon as they become available.

Data Breaches

We will report any loss of personal information to all relevant parties within 72 hours.

Data Removal

If you wish your personal information to be deleted, please email a request to the Parish Clerk at clerk@cowfold-pc.gov.uk.