

## OALC Privacy policy

### Who we are

Oxfordshire Association of Local Councils (OALC) is an unincorporated organisation run for the benefit of its member councils. OALC is affiliated to the National Association of Local Councils.

This Privacy Policy relates to information which is obtained by OALC and for which OALC is the Data Controller.

This privacy policy sets out how OALC uses and protects any information that you give to OALC when you use this website.

OALC is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

OALC may change this policy from time to time and we will contact you to let you know of any substantive changes.

### What we collect

We may collect the following information:

- name and job title
- contact information including email address, postal address and telephone number

### What we do with the information that we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping
- Improve our services
- To send updates and information we think you may be interested in as part of supporting your council's knowledge and development including news, advice, guidance, information, training and events etc.
- To send you subscription renewal notices and reminders
- To enable the effective running of events i.e. bookings, sharing your name and organisation on delegate lists with other delegates and speakers.
- From time to time, we may also use your information to contact you personally. We may contact you by email, phone, or mail.
- To inform you of statutory events such as the AGM

### Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

### How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use Google Analytics to collect information about how visitors use the website. This measurement service enables us to monitor and improve how the OALC website is used. These cookies collect your data anonymously.

We use cookies in some other ways which help us to provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

## Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## Your choices and obligations

We keep most of your personal data for as long as your membership is open or you are in contact with us.

We may keep some of your data even after you end your subscription with OALC.

## Rights to access and control your personal data

You can access or delete your personal data. You have choices about how your data which we manage is collected, used and shared. Please speak to us if you want more information.

If you would like more information, or have any questions about this, please contact: OALC, Town Hall, Market Place, Wallingford, Oxfordshire, OX10 0EG

You also have the right to make a complaint direct to the UK's data protection authority, the Information Commissioner's Office (ICO). The ICO can be contacted

at: <https://ico.org.uk/global/contact-us/>

Concerns can also be logged via the ICO website.

## Other important information

We monitor for, and try to prevent, security breaches.