### STOKE MANDEVILLE PARISH COUNCIL

#### TERMS OF USE AND PRIVACY POLICY

Thank you for visiting the Stoke Mandeville Parish Council website. We hope that you have enjoyed the content we have provided and found the information that you were looking for. You are welcome to use the Stoke Mandeville Parish Council website provided you recognise the points detailed below.

Terms of Use

The Stoke Mandeville Parish Council website is the main online presence of the Parish Council. It is an information point for services offered and related to the Parish Council and for other items of information we feel relevant to the people of Stoke Mandeville.

Stoke Mandeville Parish Council are the sole owners and managers of the website. Responsibility for the information within the www.stokemandeville parishcouncil.gov.uk domain lies with the parish council.

Stoke Mandeville Parish Council are not responsible for the content of websites linked to from this domain, nor do we necessarily endorse any views found expressed on them.

Privacy Policy and Data Protection

Stoke Mandeville Parish Council respects your privacy.

If you contact us online, your information will be processed by the Parish Council with the utmost care. We are registered as data controllers with the Information Commissioner's Office and all data is collected and processed in adherence with the Data Protection Act (1998).

Stoke Mandeville Parish Council will only use the information we hold for the purposes it was obtained.

We will not share your personal information with any third parties without your knowledge.

Analytical Tracking & Cookies

Stoke Mandeville Parish Council recognises the importance of assessing website usage trends to gauge priorities.

To this end, we make use of Google Analytics which makes a non-invasive record of domain traffic. It does not collect personal or private data about you or your computer.

By browsing the Stoke Mandeville Parish Council website you are giving consent for the Google Analytics software to set a cookie on your computer.

To browse the Stoke Mandeville Parish Council website without Google Analytics, you will have to disable the use of cookies in your internet browser. The All About Cookies website has instructions: <u>All About Cookies – Manage Cookies</u>

Note: Stoke Mandeville Parish Council cannot be held responsible for the changes you make to your own web browser and its security settings. You do so at your own risk.

The data collected via Google Analytics will not be shared with any third party.

We will only collect data about website traffic to ensure that our provision of services is relevant to the people of Stoke Mandeville.

Stoke Mandeville Parish Council will not make use of third party cookies or any other cookies on the www.stokemandevilleparishcouncil.gov.uk domain.

For more information about Google Analytics use of cookies, please refer to the documentation: <u>Cookies & Google Analytics</u>. For more information about cookies in general read the following: <u>All About Cookies</u>.

## Third Party Sites

Stoke Mandeville Parish Council makes use of a number of third party sites and plugins to enhance the performance and content of this website.

These include: <u>Google Analytics</u>, <u>Google Maps</u>, <u>Google Calendars</u>, <u>Picassa Web</u> Albums, Twitter, Facebook, BBC, Survey Monkey and Fronius.

These sites are not integral to the functionality of our main website and should they be blocked the core information on the Parish Council pages will still be accessible.

To learn how to adjust your browser's security settings to block these sites you will need to research your own browsers security settings. The following sites are good starting points:

<u>About.com – Web Browsers: Security</u> Cnet – Browsers Security Features Compared

Note: Stoke Mandeville Parish Council must reemphasise that we cannot be held responsible for the changes you make to your own web browser and its security settings. You do so at your own risk.

# Computer Security

While every effort is taken to ensure that documents and files uploaded to our site are virus free, we cannot guarantee that some files may become infected.

It is your own responsibility to take security measures on your own computer to provide protection. Consider using a firewall, anti-virus software and anti-spyware software to provide a level of protection for your computer.

Take time to learn about the security features in your web browser and ensure that they are adequate for the task.

The following website offers a good introduction to computer security. Keep in mind that this has a focus on Microsoft operating systems and other OSs will be different: Microsoft Safety & Security Centre

### Copyright

All content on this site, including text and images, is the copyright of Stoke Mandeville Parish Council, unless otherwise stated. You may electronically copy and print portions of this site for private or educational use provided no changes are made and Stoke Mandeville Parish Council is acknowledged as the owner.

### Conclusion

Sorry this has been so dry! We have had to cover a lot of ground. However, we welcome any feedback you may have and have changed the above on individuals' suggestions. Please contact us with your comments.

## 13<sup>th</sup> April 2018