

## **Personal Information**

Bodmin Town Council (BTC) is committed to complying with the Data Protection Act 1998 and the principles of the General Data & Privacy Regulation 2018 (GDPR) to ensure that user privacy is respected.

Any information you supply to the Council via feedback forms, interactive polls or questionnaires on the Website, so long as it is not in breach of BTC's Terms of Use for the Website, will only be used for the purpose for which you provided it and Privacy Notices are provided.

Should the Council wish to use your information other than as statistical data in an anonymised form or for any other purpose or publication, it will ask for your permission first.

## **Cookies**

Bodmin Town Council uses cookies for certain functional aspects of the website. These cookies which are stored on computers belonging to online users are only employed for the purpose of setting user preferences.

Third party services including Google Maps and YouTube videos also place cookies.

We are currently working toward complying with the EU's Cookie Law. We therefore anticipate updating this section with dedicated information on all cookies used and how users can control the use of cookies.

## **Replies To Email**

Council staff will answer feedback forms and e-mails requesting replies as soon as possible, aiming to provide a reply within 21 days. This is to allow for the locating of any specific information that may be required, particularly when researching historical or complex material.

## **Security**

Any members of staff processing personal details are made aware of their obligations of the Data Protection Act 1998 and General Data & Privacy Regulation 2018 (GDPR).

It should be noted that any information supplied to the Council via the Website will not be sent using a secure transmission method. Users should be aware that it is possible that such information could be lost or intercepted, accidentally or otherwise. Users send personal information at their own risk.

## **Offensive Material**

Any material submitted to the Council via the Website which is considered as directly offensive and inappropriate will be in breach of the Terms of Use of the Website. In such a case, the Council may disclose the material and your personal details to the Police.

To discourage further breaches of the Council's terms, the Council reserves the right to take action against you.