WERRINGTON
Neighbourhood Council
50 YEARS SERVING THE RESIDENTS OF WERRINGTON

PRIVACY NOTICE

1. **PRIVACY NOTICE:** This notice explains how Werrington Neighbourhood Council and Area Forum uses and protects the personal information you provide. Through the information you provide, we collect only your name and contact details, including your email address.

   We use your information only to contact you about meetings and other official business of Werrington Neighbourhood Council and Area Forum. We are committed to keeping your information secure. We will not disclose it outside Werrington Neighbourhood Council, and it will be used exclusively for official Neighbourhood Council or Area Forum communications.

   If you believe the information, we hold about you is incorrect or incomplete, please contact the Secretary by post or email as soon as possible. You may also ask for your details to be removed from our records at any time by contacting the Secretary. We continually review the information we hold and delete it at the end of your association with Werrington Neighbourhood Council.

2. **USAGE:** Include the privacy notice in documents that ask third parties to provide or share personal information. This ensures they receive the notice before submitting any personal data.

   Where to include the privacy notice

   - **Documents and forms:** Include the notice on forms, requests, and other documents that collect personal information from third parties.
   - **Websites:** Make the notice easy to access from the website footer or navigation menu, and display it wherever personal data is collected, including online forms and checkout pages.
   - **Additional online notices:** Where appropriate, use a pop-up notice or a standalone webpage for specific marketing activities.

3. TEXT (reduced font) FOR ADDING TO DOCUMENTS NAMED ABOVE

PRIVACY NOTICE: This notice explains how Werrington Neighbourhood Council and Area Forum uses and protects the personal information you provide. Through the information you provide, we collect only your name and contact details, including your email address.

We use your information only to contact you about meetings and other official business of Werrington Neighbourhood Council and Area Forum. We are committed to keeping your information secure. We will not disclose it outside Werrington Neighbourhood Council, and it will be used exclusively for official Neighbourhood Council or Area Forum communications.

If you believe the information, we hold about you is incorrect or incomplete, please contact the Secretary by post or email as soon as possible. You may also ask for your details to be removed from our records at any time by contacting the Secretary. We continually review the information we hold and delete it at the end of your association with Werrington Neighbourhood Council.

3. REVIEW

This document shall be reviewed annually.

Date: 16th November 2026. **Review**: October 2027.