

North Essex Garden Communities **Data Protection and Privacy Policy**

1. Introduction

North Essex Garden Communities Ltd (NEGC) is committed to safeguarding and preserving your privacy. This Policy explains what happens to any personal data that you provide to us or that we collect from you, and how we use cookies on our website www.ne-gc.co.uk. It should also be noted that this approach is compliant with the General Data Protection Regulation (GDPR).

2. Information we collect

We may collect and process the following data about you:

- Information about your use of our website, including details of your visits such as pages viewed and the resources that you access. Such information includes traffic data, location data and other communication data.
- Information provided voluntarily by you, for example, when you register for updates.
- Information that you provide when you communicate with us by any means.

3. Use of your information

We use the information that we collect from you to:

- Provide up-to-date information on the status of the NEGC programme.
- Answer any queries you may have.
- Provide an e-newsletter on the latest news from NEGC (see below).

We never give your details to third parties unless you have consented to this. It may at times be necessary to direct your query to one of the respective partner Councils (Braintree, Colchester, Tendring, Essex) if it relates to their own processes. If this is the case, we will gain your permission to do so.

4. E-newsletter

Through signing up to receive updates via www.ne-gc.co.uk your email address will be stored within Essex County Council's secure GovDelivery database, which is used to publish our e-newsletters. This means:

- You will only be sent emails about North Essex Garden Communities.
- Your information will be deleted once it is no longer needed, or you remove your consent.
- Your data will not be shared with anyone unless required to do so by law.
- You can withdraw your consent at any time by using the **unsubscribe option found at the bottom of any updates from NEGC.**

You also have the following rights over this information:

- You can ask for **access** to it
- You can ask for it be **corrected**
- You can ask it to be **restricted**
- You can **object** to it being used
- You can ask for it to be **deleted**

You can find out more about how your information is handled by Essex County Council, including how to make a complaint and contacting the Data Protection Officer, via www.essex.gov.uk/privacy

5. Storing your personal data

By providing your personal data to NEGC, you agree to the transfer, storing and processing of your data. We do our utmost to ensure that all reasonable steps are taken to make sure that your data is stored securely.

Unfortunately, the sending of information via the internet is not totally secure and on occasion such information can be intercepted. We cannot guarantee the security of data that you choose to send us electronically, sending such information is entirely at your own risk.

6. Disclosing your information

We will not disclose your personal information to any other party other than in accordance with this Privacy Policy and in the circumstances detailed below:

- where we are legally required by law to disclose your personal information.
- to further fraud protection and reduce the risk of fraud.

7. Use of cookies

Cookies provide information regarding the computer used by a visitor. We may use cookies where appropriate to gather information about your computer in order to assist us in improving our website. We may gather information about your general internet use by using the cookie. Where used, these cookies are downloaded to your computer and stored on the computer's hard drive. Such information will not identify you personally; it is statistical data which does not identify any personal details whatsoever.

You can adjust the settings on your computer to decline any cookies if you wish. This can be done within the 'settings' section of your computer. For more information, please read the advice at www.eesforschools.org/AboutCookies.org

8. Third party links

We include links to third parties on this website. Where we provide a link, it does not mean that we endorse or approve that website's policy towards visitor privacy. You should review their privacy policy before sending them any personal data.

9. Access to information

In accordance with the Data Protection Act 2018 (DPA) you have the right to access information that we hold relating to you.

10. Contacting us

Please do not hesitate to contact us regarding any matter relating to this Privacy policy via info@ne-gc.co.uk