



Website Policy & Privacy Notice

Document Title: Website Policy & Privacy Notice

Organisation: Shipston Town Council

Version: 1.0

Approved By: Full Council – Monday 13th July 2026

Review Date: Annually

Policy Owner: Town Clerk

Welcome to the Shipston Town Council website. This policy explains how we manage this website, how we protect your personal data, and your rights and responsibilities when using our online services.

1. Privacy & Data Protection Notice

Shipston Town Council is a "data controller" under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. We are committed to protecting your privacy. What Information We Collect When you use our website, we may collect: Information you provide: Your name, email address, phone number, or address when you fill out a contact form, report an issue, or subscribe to a newsletter. Automated data: Your IP address, browser type, and information about how you navigate our site (collected via cookies). How We Use Your Information We only use your personal data when the law allows us to. Most commonly, we use it to: Respond to your inquiries, complaints, or feedback. Provide council services you have requested. Improve our website functionality and security. Data Sharing & Retention We will never sell or rent your data to third parties. We only share your information if required by law, or with trusted contractors working directly on behalf of the Council (e.g., website hosting providers). We hold your data only as long as necessary to fulfill the purposes we collected it for, in accordance with our Document Retention Policy.

2. Cookies Policy

Our website uses small text files called cookies to improve your browsing experience. You can manage or block cookies at any time through your web browser settings. Cookie Type Purpose Essential/ Strictly Necessary Consent Required? Required for the website to load securely and function properly Analytics (eg Google Analytics) No (Always active) Helps us understand how many people visit the site and which pages are most popular. No personally identifiable data is captured. No personally identifiable data is captured. Yes (Opt-in via cookie banner) You can manage or block cookies at any time through your web browser settings.

3. Website Terms of Use

By accessing this website, you agree to comply with the following terms

Accuracy of Information: While we make every effort to ensure the information on this website is accurate and up-to date, Shipston Town Council accepts no liability for errors, omissions, or any loss or damage caused by reliance on the information provided.

External Links: This website contains links to external websites (e.g., Stratford-on-Avon District Council, Warwickshire County Council, local community groups). The Town Council is not responsible for the content or privacy practices of external sites.

Copyright: All text, images, and official documents (such as council minutes and agendas) on this website are the property of Shipston Town Council unless otherwise stated. You may download material for personal, non-commercial use only.

4. Accessibility Statement

Shipston Town Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

Compliance Status This website is partially compliant with the Web Content Accessibility Guidelines (WCAG) version 2.1 AA standard. We continually work with our web developers to review and improve accessibility.

Non-Accessible Content Some older PDF documents (such as historical meeting minutes or financial statements published before September 2018) may not be fully accessible to screen reader software. If you require any document in an alternative format, please contact us.

5. Contact and Feedback If you have any questions about this Website Policy, wish to exercise your data protection rights (such as a Subject Access Request), or need to report an accessibility issue, please contact the Council Clerk: Email: clerk@shipstontowncouncil.org

Address: New Clark House, West Street, Shipston-on Stour CV36 4HD