



# **Macclesfield Town Council**

## **Website Privacy Notice**

### **1. Visitors to our websites**

When someone visits [www.macclesfield-tc.gov.uk](http://www.macclesfield-tc.gov.uk) we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website. If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

#### **1.1 Use of cookies by Macclesfield Town Council**

You can read more about how we use cookies in our Cookie Policy. [click here](#).

#### **1.2 External Links**

The Macclesfield Town Council website only looks to include quality, safe and relevant external links. Users are advised to adopt a policy of caution before clicking any external web links from this website. (External links are clickable text / banner / image links to other websites).

Macclesfield Town Council cannot guarantee or verify the contents of any externally linked websites.

Users should therefore note they click on external links at their own risk and this website and Macclesfield Town Council cannot be held liable for any damages or implications caused by visiting any external links mentioned.

### **2. Contacting Macclesfield Town Council**

#### **2.1 People who call us**

Phone conversations are not recorded unless your call cannot be answered and you choose to leave a voice message. Voice messages are deleted within one working day.

#### **2.2 People who email us**

We will monitor any emails sent to us, including file attachments, for viruses or malicious software. Please be aware that you have a responsibility to ensure that any email you send is within the bounds of the law.



## **2.3 People who contact us via social media**

We use Facebook, Instagram and Twitter to manage our social media interactions.

If you send us a private or direct message via Facebook the message will be deleted within one month. It will not be shared with any other organisations.

Macclesfield Town Council will not ask for personal or sensitive information through social media platforms. If you wish to discuss sensitive details to contact us by telephone or email and we can make an appointment to see you.

## **3. E-newsletter**

We use a third party provider, MailChimp, to deliver e-newsletters and information on events in Macclesfield that we either deliver or support. We gather statistics around email opening and clicks using industry standard technologies including to help us monitor and improve our e-newsletter. For more information, please see the MailChimp Privacy Notice which is available from their website [www.mailchimp.com](http://www.mailchimp.com).

## **4. Social Media Platforms**

Communication, engagement and actions taken through external social media platforms are custom to the terms and conditions as well as the privacy policies held with each social media platform.

Users are advised to use social media platforms wisely and communicate / engage upon them with due care and caution in regard to their own privacy and personal details.

This website uses social sharing buttons which help share web content directly from web pages to the social media platform in question. Users are advised before using such social sharing buttons that they do so at their own discretion and note that the social media platform may track and save your request to share a web page respectively through your social media platform account.