



# Barrowby Parish Council

Email: [clerk@barrowbyparishcouncil.gov.uk](mailto:clerk@barrowbyparishcouncil.gov.uk)

Address: Reading Room, Church Street, Barrowby, NG32 1BX

Website: <https://barrowby.parish.lincolnshire.gov.uk>

## Privacy Notice

### Document control

- **Owner:** Assistant Clerk
- **Responsible officer:** Clerk / Proper Officer
- **Adopted:** 11.05.2026 (Minute ref: 8e [26/008])
- **Version:** 2026.1
- **Review:** Annually or earlier if legislation/guidance changes
- **Next review due:** January-March 2027 at Full Council for formal adoption at Parish Council May 2027

### 1. Who We Are

Barrowby Parish Council is the first tier of local government for the parish of Barrowby in Lincolnshire.

The Council is the data controller for the personal data it holds and processes in connection with its statutory functions, services, administration and community activities. The Assistant Clerk is the Council's nominated lead officer for data protection and is responsible for coordinating day-to-day compliance. The Clerk / Proper Officer retains overall managerial oversight

#### Contact details

#### Data protection queries, rights requests and complaints about personal data:

Assistant Clerk, lead officer for data protection

Email: [assistantclerk@barrowbyparishcouncil.gov.uk](mailto:assistantclerk@barrowbyparishcouncil.gov.uk)

Website: <https://barrowby.parish.lincolnshire.gov.uk>

#### General Correspondence:

Parish Clerk: Barrowby Parish Council

Reading Room

Church Street

Barrowby

NG32 1BX

Email: [clerk@barrowbyparishcouncil.gov.uk](mailto:clerk@barrowbyparishcouncil.gov.uk)

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The Council operates without a staffed public office. Correspondence and inspection of documents are by prior arrangement.

## **2. Purpose of this notice**

This Privacy Notice explains how the Council collects, uses, stores, shares and protects personal data, and sets out the rights individuals have in relation to that data.

Under the UK GDPR, individuals have the right to be informed about the collection and use of their personal data, including purposes, lawful basis, recipients, retention periods and rights.

## **3. The personal data we may collect**

Depending on the service or interaction, the Council may collect and use personal data including:

- names, addresses, telephone numbers and email addresses;
- correspondence and enquiry details;
- planning and consultation representations;
- allotment tenancy details;
- burial ground and cemetery records;
- employee, payroll and recruitment information;
- councillor contact details and declarations;
- newsletter subscription details;
- website enquiry details;
- CCTV footage where CCTV is in operation;
- photographs where used for Council communications or events;
- complaint, incident or safeguarding information where relevant and lawful to process.

These categories reflect the Council's actual information holdings in its asset register.

## **4. How we collect personal data**

The Council may collect personal data:

- directly from the individual;
- from correspondence by email, letter, telephone, website form or social media;
- from application forms and service requests;
- from members of the public making representations to the Council;
- from contractors, public authorities or partner organisations;
- from statutory processes, including planning and electoral processes;
- from CCTV systems where used lawfully.

## **5. Why we use personal data**

The Council uses personal data to:

- carry out its statutory functions and public tasks;
- respond to enquiries, requests and complaints;
- administer meetings, decisions and governance processes;
- manage planning and consultation responses;
- manage allotments, burial ground services, venue hire and local amenities;

- administer employment, payroll, pensions and recruitment;
- maintain records required for audit, insurance, legal or regulatory purposes;
- publish information where required or appropriate by law;
- maintain community communications such as newsletters where individuals have subscribed;
- maintain security and investigate incidents where CCTV is in use.

## 6. Our lawful bases

The Council processes personal data under one or more lawful bases under the UK GDPR, including:

- **Public task / official authority** — where processing is necessary for the performance of the Council’s public functions and powers;
- **Legal obligation** — where processing is necessary to comply with a legal duty;
- **Contract** — where processing is necessary for a contract or steps requested before entering into one;
- **Consent** — where the individual has given clear consent, for example newsletter subscriptions or some photographs;
- **Legitimate interests** — only where appropriate and not overridden by the rights of the individual, usually in limited administrative contexts.

Privacy information should state the lawful basis used, and the lawful basis can affect which rights apply.

## 7. Who we may share personal data with

The Council may share personal data where lawful and necessary with:

- district, county and other local authorities;
- auditors, insurers and professional advisers;
- contractors or service providers acting on the Council’s behalf;
- payroll, pension or HR providers;
- law enforcement or regulatory bodies;
- courts, tribunals or ombudsman bodies;
- the public, where disclosure is required by law or where personal data is lawfully included in public Council records.

The Council will not sell personal data.

## 8. International transfers

The Council does not normally transfer personal data outside the UK. If it uses a provider that stores data outside the UK, it will ensure appropriate safeguards are in place in accordance with data protection law.

## **9. How long we keep personal data**

The Council keeps personal data only for as long as necessary for the purpose for which it was collected, and thereafter only where required for legal, governance, audit, insurance, archival or historical purposes.

Detailed retention periods are set out in the Council's **Records Retention Schedule**.

The UK GDPR requires controllers to tell people either the retention period or the criteria used to determine it, and the ICO says personal data should not be kept for longer than necessary.

## **10. Data security**

The Council takes appropriate technical and organisational measures to protect personal data from accidental or unlawful loss, destruction, misuse, unauthorised disclosure or access.

These measures may include:

- controlled access to records;
- password protection and device security;
- secure storage of paper records;
- appropriate cloud storage and email controls;
- confidential disposal and deletion arrangements;
- restrictions on access according to role.

## **11. Your rights**

Subject to the law, individuals may have the right to:

- be informed about how their data is used;
- request access to their personal data;
- request correction of inaccurate personal data;
- request erasure in certain circumstances;
- request restriction of processing in certain circumstances;
- object to processing in certain circumstances;
- request data portability where applicable;
- withdraw consent where processing is based on consent.

The right to be informed and the other individual rights are central requirements under the UK GDPR.

## **12. Complaints**

If you are unhappy with how the Council has handled your personal data, you should contact the Assistant Clerk in the first instance.

You also have the right to complain to the Information Commissioner's Office (ICO):

Website: <https://ico.org.uk>

## **13. Relationship with other Council documents**

This Privacy Notice should be read alongside the Council's:

- Records Retention Schedule;
- FOI / EIR Policy and Procedure;
- Publication Scheme;
- Data Asset Register;
- IT / Email / Information Security Policy;
- CCTV Policy and Privacy Notice where applicable;
- Safeguarding, complaints and staffing documents where relevant.

## **14. Review**

This Privacy Notice will be reviewed annually and sooner if required by changes in law, guidance, technology or Council practice.