

PRIVACY NOTICE AND DATA RETENTION POLICY
BARROWBY PARISH COUNCIL

1. Privacy Notice – Barrowby Parish Council

Last Updated: July 2025

1. Who We Are

Barrowby Parish Council is the first tier of local government for the village of Barrowby in Lincolnshire. We are committed to protecting your personal data and handling it responsibly.

Contact:

Assistant Clerk to the Council – Claire Dring

Email: assistantclerk@barrowbyparishcouncil.gov.uk>

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

Phone: 07734967281

2. What Data We Collect

We may collect and process the following personal data:

- Your name and contact details
- Email correspondence
- Details related to planning or council matters
- Volunteer or employee information
- CCTV images (if applicable)
- Photographs (e.g., events – with consent)

3. Why We Use Your Data

We use personal data to:

- Deliver local services (e.g., maintenance, events)
- Respond to enquiries or complaints

- Distribute newsletters (with consent)
 - Manage contracts and suppliers
 - Handle planning applications or consultations
 - Comply with legal obligations
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4. Our Lawful Basis

We rely on:

- **Public task** (performing official council functions)
 - **Legal obligation**
 - **Consent** (e.g., newsletters, event photos)
 - **Contract** (when entering into agreements)
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5. Who We Share Your Data With

We only share data when:

- Legally required (e.g., with auditors or authorities)
- Engaging contractors (with data processing agreements)
- Publishing minutes/agendas (with limited personal data)

We will never sell your data.

6. Data Storage & Retention

We store data securely and only for as long as necessary. For more details, see our **Data Retention Policy**.

7. Your Rights

You have the right to:

- Access your data
- Correct inaccurate data

- Request erasure (where applicable)
- Object to processing
- Complain to the **Information Commissioner's Office (ICO)**

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

2. Data Retention Policy – Barrowby Parish Council

Purpose:

This policy sets out how long Barrowby Parish Council retains different types of data, in compliance with the UK GDPR.

Record Type	Retention Period	Action After Expiry
Minutes and Agendas	Permanent	Archive securely
Councillor Contact Details	Until resignation + 1 year	Delete
Correspondence (general)	2 years	Review and delete
Planning Application Comments	3 years	Delete or archive
Employee Records	6 years after end of service	Securely delete
Volunteer/Community Engagement Data	2 years after last contact	Delete
Newsletters Mailing List	Until consent withdrawn	Delete on request
Invoices/Financial Records	7 years	Delete
Data Subject Access Requests	2 years	Delete
CCTV Footage (if any)	30 days (unless incident)	Overwrite or delete

Annual review of all data held will be conducted by the Clerk.

3. Data Asset Register – *Barrowby Parish Council*

Asset	Description	Location	Access	Retention
Council Meeting Minutes	Formal meeting records	Digital (cloud) + paper	Clerk, Councillors	Permanent (archive)
Email Correspondence	Resident and partner emails	Council email system	Clerk only	2 years
Councillor Details	Names, emails, declarations	Digital spreadsheet	Clerk, Chair	Duration + 1 year
Planning Consultation Data	Objections, comments	Email + planning folder	Clerk only	3 years
Employee/Payroll Records	Staff contracts, pay slips	Locked cabinet + PC	Clerk only	6 years
Financial Documents	Invoices, receipts, budget	PC & external drive	Clerk, RFO	7 years
Website Data (contact form)	Web enquiries from residents	Website hosting account	Clerk only	1 year
CCTV Footage (if in use)	Footage of public spaces	DVR system	Clerk or contractor	30 days (unless needed)
Newsletter Subscribers	Email addresses with consent	Mailchimp / Spreadsheet	Clerk	Until unsubscribed

Reviewed annually by the Clerk or Data Protection Lead.