



GENERAL PRIVACY NOTICE

This General Privacy Notice is provided by Barrow Parish Council, in accordance with General Data Protection Regulations (GDPR) taking effect from 25th May 2018.

As data controller, Barrow Parish Council decides how your personal data is processed and for what purposes. Your personal data will be treated as strictly confidential. We will not sell or pass your personal data to third parties or use your personal data for purposes other than those specified. We will make sure your data is stored securely and delete all information deemed to be no longer necessary.

Personal data

Personal data is any information about a living individual which allows them to be identified (for example a name, photograph, video, email address or address). Identification can be directly using the data itself or by combining it with other information. The processing of personal data is governed in the UK by the General Data Protection Regulations (GDPR) and other legislation relating to personal data and rights such as the Human Rights Act.

According to data protection law, the personal data we hold must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

Legal basis for processing of personal data

The parish council is a public authority and has certain powers and obligations. Most personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory powers or the performance of a task carried out in the public interest. We will always take into account your interests and rights. If the use of your personal data requires your consent, we will first obtain your consent to that use.

Processing of personal data

In order for the parish council to carry out its duties, we may process some or all of the following personal data:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses and email addresses;
- Where they are relevant to the task, or where you provide them to us, we may also process other information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;

The parish council will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

We may use your personal data for the following purposes:

- To deliver public services;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To promote the interests of the council;
- To maintain our own accounts and records;
- To send you communications which you have requested and that may be of interest to you.
- To inform you of news, events and activities
- To seek your views, opinions or comments;
- To manage our employees and volunteers;
- To contact you by post, email or telephone.

Sharing personal data

When you contact us, the information you provide will be processed and stored to enable us to respond to your correspondence. Your personal information will be not shared or provided to any third party, other than is necessary to fully respond.

We may need to share your personal data with other trusted data controllers (for example Ribble Valley Borough Council or Lancashire County Council) so that they can carry out their responsibilities to the parish council. If we and the other data controllers are processing your data jointly for the same purposes, then the parish council and the other data controllers are collectively responsible to you for your data. If the data is being processed for independent purposes, then each of us will be independently responsible to you.

Retention of personal data

We will endeavour to keep data only for as long as necessary; we will delete it when it is no longer needed. We may keep some other records for an extended period of time. For example, if required to defend or pursue legal action, support HMRC audits or provide tax information. We will keep some records permanently if we are legally required to do so, usually as part of our statutory obligations as a public authority.

Rights regarding personal data

Subject to proving your identity, you have the following rights regarding your personal data:

- ***The right to access personal data we hold on you***
At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month. There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.
- ***The right to correct and update the personal data we hold on you***
If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
- ***The right to have your personal data erased***
If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold. When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted.
- ***The right to object to processing of your personal data or restrict it to certain purposes only***
You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
- ***The right to data portability***
You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- ***The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained***
You can withdraw your consent easily by telephone, email, or by post.
- ***The right to lodge a complaint with the Information Commissioner's Office.***
You can contact the Information Commissioners Office on 0303 123 1113 or via email at www.ico.org.uk/global/contact-us/email/ or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Further processing

If we wish to use your personal data for a new purpose, not covered by this notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this General Privacy Notice under regular review and we will place any updates on our website at www.barrowparishcouncil.co.uk. This notice was last reviewed in December 2020.

Contact details

Please contact us if you have any questions about this General Privacy Notice, the personal data we hold about you or to exercise all relevant rights, queries or complaints.

Contact: Mrs Victoria Wilson, Clerk to Barrow Parish Council
Email: barrowparishcouncil@gmail.com
Phone: 07582 670562