



BARLEY

Parish Council

‘Content, at the foot of Pendle’

DATA PRIVACY NOTICE

1. Introduction

This Privacy Notice explains how we collect, use, and protect your personal data in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the Freedom of Information Act 2000. It also reflects our commitment to the new Assertion 10 requirement in the Annual Governance and Accountability Return (AGAR) for 2025/26. Personal data relates to a living individual who can be identified from that data.

2. Who We Are

Barley Parish Council is the most local tier of government acting as a statutory, elected body to represent the interests of our community. We aim to maintain the fabric of the village, provide services and represent local views on a range of matters. Full details of our activities and elected representatives, including contact information, are available on our website.

We are the data controller for personal data collected and processed by the Parish Council.

3. What Data We Collect

The information you provide when you contact us (such as name, address, email address, phone number, organisation) will be processed and stored to enable us to respond to your correspondence, provide information and/or access our facilities and services.

We may collect and process the following types of personal data:

- Contact details (name, address, phone number, email, organisation etc),
- Correspondence and communications with the Council,
- Information submitted via forms, surveys, or consultations,
- Data related to council services (e.g. planning applications, car park services)

4. Legal Basis for Processing

We process personal data under the following lawful bases:

- Legal obligation: to comply with statutory duties,
- Public task: to carry out official functions in the public interest,
- Consent: where you have given clear permission.

5. How We Use Your Data

Your data is used to:

- Respond to enquiries, service requests and seek your views on issues on village matters,
- Administer council services and events including any contracts entered with you,
- Maintain statutory records including accounts, grants, payment for goods and services,
- Fulfil transparency and accountability obligations.

We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

6. Data Sharing – Who has access to your information

Your personal data will be treated as strictly confidential and will only be shared with members of the Council in order to carry out a service or for purposes connected with the Council.

We do not sell or rent your data. We may share it with:

- External auditors and regulatory bodies,
- Other public authorities where legally required.
- Service providers acting on our behalf,

We may pass your information to our third-party service providers, agents, subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf (for example to send you mailings). However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service, and we have a contract in place that requires them to keep your information secure and not to use it for their own direct marketing purposes.

7. Data Retention

We retain personal data only as long as necessary. We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. In some cases, the law imposes a time limit for liability claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose if we believe it is necessary to be able to defend or pursue a claim. In general, we endeavour to keep data only for as long as we need it.

8. Your Rights and your personal data

You have the right to:

- Access your personal data – contact the parish clerk.
- Request correction or deletion – contact the parish clerk.
- Object to processing – contact the parish clerk.
- Withdraw consent (where applicable) – contact the parish clerk

9. Complaints

If you have a complaint regarding the way your personal data has been processed, you may make a complaint to Clerk at Barley Parish Council in the first instance or the Information Commissioners Office.

10. Website

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. The Parish Council website uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. We do not monitor website visitors.

11. Children

We will not process any data relating to a child (under 14) without the express parental/guardian consent of the child concerned.

12. Digital and Data Governance

In line with Assertion 10, we have implemented:

- A council-owned domain and email system (e.g. clerk@barleyparishcouncil.uk)
- A secure IT Policy governing digital device use
- A website that meets WCAG 2.2 AA accessibility standards
- This Data Privacy Notice
- The Council does not have a Data Protection Officer, the Clerk/Chairman fulfills that role.
- The Council is progressing data mapping, protection audits and risk assessments

Conclusion

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. Barley Parish Council does not use profiling, nor does it sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

11. Contact Us

If you have any questions about this notice or your data, please contact the Clerk:

Email clerk@barleyparishcouncil.uk Phone: 01282 692264

Address: Barley Parish Council, C/O 2 Barley Green, Barley, Burnley BB12 9JU.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.