BARLASTON PARISH COUNCIL

PRIVACY NOTICE

GDPR4

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Revision History

This document was originally written by:

Name	**Position**	**Date**
Vivien O'Dunne	Clerk	February 2026

This document was reviewed by:

The Parish Council	10 March 2026

This document version was adopted by:

The Parish Council at their meeting on	10 March 2026

Document Review schedule:

Next Mandatory Review by	March 2027

Version	**Issue Date**	**Document ID**	**Reason for Change**	**Section changed**
1	10 March 2026	GDPR4	Revised Notice – Assertion 10 2025/26	Major Review

Barlaston Parish Council – Privacy Notice

Who we are
Barlaston Parish Council
Barlaston Methodist Church, Park Drive, Barlaston ST12 9DP
Email: clerk@barlastonparishcouncil.gov.uk | Tel: 01782 373348

The Council is the data controller under the UK GDPR and Data Protection Act 2018. The Clerk acts as the Data Protection Officer (DPO).

What information we collect
We may collect: name, address, email, phone number, organisation (if applicable), correspondence, enquiries, complaints, service requests, CCTV footage (where applicable), and special category data (e.g., staff employment, payroll, pensions). All personal data is collected only when necessary and is processed securely.

Why we collect it (Lawful basis)
Under Article 6 UK GDPR, we process data:

- With your consent e.g. newsletter sign-ups, explicit permission for website contact information. You can withdraw consent at any time by contacting the Clerk/DPO.
- To comply with legal obligations e.g. finance, payroll, HMRC, Freedom of Information requests.
- To perform tasks in the public interest or official authority e.g. providing council services, managing facilities, responding to enquiries.
- Legitimate interests used only where necessary, such as CCTV to ensure the safety and security of visitors and staff.

Special category data is processed under Article 9(2)(b) – employment, social security, and social protection obligations – and kept strictly for lawful council purposes.

How we use your information
We use your information to respond to enquiries and complaints; manage services and facilities; maintain statutory records (finance, HR, planning, elections); ensure safety and security on council premises (CCTV); publish council information for transparency; administer staff, payroll, and pensions; and comply with statutory obligations.

How long we keep your data
Correspondence and enquiries: 3 years
Financial records, invoices, payroll: 6 years
Staff records (pension, payroll, employment history): 6 years after employment ends
CCTV footage: 31 days (unless required for an ongoing investigation)
Register of Interests: retained while in office
Social media correspondence: deleted once resolved or within 7 days

Other records / historic files: retained according to statutory or operational requirements, then securely destroyed

Who we share your data with
We do not sell or pass your data to third parties. We may share information with statutory bodies (e.g., HMRC, police) where required by law, with authorised service providers for council purposes only, and with individuals responding to a Subject Access Request (SAR).

We do not transfer personal data outside the UK. Where service providers are based abroad, appropriate safeguards are in place.

Your rights
You have the right to access information we hold about you, correct inaccurate information, delete your information (right to erasure), restrict or object to processing, exercise data portability where applicable, and withdraw consent where processing is consent-based.

To exercise your rights, contact the Clerk/DPO: clerk@barlastonparishcouncil.gov.uk | 01782 373348.

Automated decisions: The council does not make automated decisions that affect individuals.

Children
We do not process personal data of children under 13 without parental/guardian consent.

Information security
We take appropriate technical and organisational measures to keep your data secure, including restricted access to council systems, password-protected devices and email accounts, secure storage and controlled access for paper records, and CCTV footage stored securely with limited access.

Freedom of Information (FOI)
Requests for non-personal information are handled under the Freedom of Information Act 2000. Our FOI Publication Scheme is available on the council website.

CCTV
CCTV is used for safety, security, and crime prevention. Footage is retained for 31 days unless required for an ongoing investigation. Access requests may be made via the Clerk/DPO. Signage is displayed at council premises.

Complaints
If you are unhappy with how your data is processed, contact the Clerk/DPO. You also have the right to complain to the Information Commissioner's Office (ICO): casework@ico.org.uk | 0303 123 1113

Updates to this notice
This notice may be reviewed periodically. The latest version is available on the council website.

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Chairman Date: 10 March 2026