



Lostock Gralam Parish Council

Privacy Notice

1. Introduction

Lostock Gralam Parish Council ("the Council") is committed to protecting and respecting your privacy.

This Privacy Notice explains how the Council collects, uses, stores and protects personal information in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The Council is a data controller for the personal information it processes. This means that the Council decides why and how personal information is used and is responsible for ensuring that it is handled lawfully, fairly and securely.

2. Who we are

Lostock Gralam Parish Council is the first tier of local government serving the parish of Lostock Gralam.

The Council provides local services, manages parish assets, considers planning matters, supports community activities and represents the interests of local residents.

The Council's contact details are:

Lostock Gralam Parish Council

Email: clerk@lostockgralamparishcouncil.co.uk

Website: www.lostockgralamparishcouncil.co.uk

3. What personal information do we collect?

The type of personal information we collect depends on how you interact with the Council.

This may include:

- Name
- Address
- Telephone number
- Email address
- Correspondence and enquiries
- Information provided in complaints or requests

- Information relating to grant applications
- Information required for employment and payroll purposes
- Information relating to councillors, volunteers, contractors and suppliers

The Council only collects information that is necessary for the purpose it is being processed.

4. How do we collect personal information?

We may collect information:

- directly from you when you contact the Council;
- through the Council website contact form;
- through email, telephone or written correspondence;
- through applications, forms or requests submitted to the Council;
- from publicly available sources where appropriate, such as planning information.

5. Why do we use your personal information?

The Council processes personal information for the following purposes:

- responding to enquiries from residents and members of the public;
- carrying out statutory duties and responsibilities;
- managing Council meetings and publishing information required by law;
- dealing with planning consultations and representations;
- administering grants and community activities;
- managing contracts and suppliers;
- managing employment and payroll responsibilities;
- protecting Council property and investigating incidents.

6. Our lawful basis for processing information

Under UK GDPR, the Council must have a lawful basis for processing personal data.

The main lawful bases used by the Council are:

Public Task

Where processing is necessary for the Council to carry out its legal duties and functions.

Legal Obligation

Where the Council is required by law to process information, for example financial and employment records.

Contract

Where processing is necessary to enter into or manage a contract with an individual or organisation.

Legitimate Interests

Where processing is necessary for the Council's legitimate activities and does not unfairly affect individuals' rights.

Consent

Where you have given permission for your information to be used for a specific purpose.

7. Information relating to Councillors

Councillors may process personal information as part of carrying out their duties on behalf of the Council.

Councillors are provided with Council email addresses for Council business.

The Council is working towards introducing .gov.uk email addresses as part of improving its digital governance arrangements.

Where required by legislation, certain councillor information will be published, including Registers of Interests and contact information.

8. Information relating to employees

The Council processes employee information for purposes including:

- employment administration;
- payroll;
- pension administration;
- statutory reporting;
- performance and employment matters.

Payroll services are provided by DM Payroll Ltd using BrightPay.

Pension administration is managed through NEST.

Employee information is only shared where necessary and with appropriate safeguards in place.

9. CCTV

The Council operates CCTV at the Council-owned play area to help protect Council property, support public safety and assist with the investigation of incidents.

CCTV footage is:

- recorded and stored locally;
- automatically overwritten after approximately 30 days;

- accessed only by authorised persons;
- downloaded only where necessary, such as for police investigations or legitimate complaint investigations.

CCTV footage will only be shared where there is a lawful reason to do so.

10. Website and electronic information

The Council website is used to provide information about Council activities, meetings, policies and services.

The website may collect limited personal information through the contact form, including your name, contact details and enquiry.

This information is only used to respond to your enquiry and will not be used for other purposes without a lawful basis.

The Council uses Freeola for website hosting.

The Council uses electronic storage systems including Microsoft OneDrive. Important electronic records are backed up securely, with backup copies stored in a fire-resistant safe.

11. Sharing your information

The Council will only share personal information where there is a lawful reason to do so.

Information may be shared with:

- Cheshire West and Chester Council;
- auditors;
- HM Revenue and Customs;
- pension providers;
- payroll providers;
- insurers;
- contractors and service providers;
- law enforcement agencies where legally required.

The Council does not sell personal information or use it for marketing purposes.

12. How long do we keep your information?

The Council keeps personal information only for as long as necessary.

Retention periods are determined by:

- legal requirements;
- the Council's Data Retention Schedule;

- operational requirements;
- audit requirements.

Once information is no longer required, it is securely deleted or destroyed.

13. Keeping your information secure

The Council takes appropriate measures to protect personal information, including:

- limiting access to authorised individuals;
- using Council email accounts;
- secure electronic storage;
- maintaining backups;
- securely disposing of confidential information.

The Council regularly reviews its information security arrangements.

14. Your rights

Under UK GDPR, individuals have rights including:

- the right to be informed about how their information is used;
- the right to access their personal information;
- the right to request correction of inaccurate information;
- the right to request deletion in certain circumstances;
- the right to restrict processing in certain circumstances;
- the right to object to processing in certain circumstances.

To exercise your rights, please contact the Clerk.

15. Freedom of Information and transparency

As a public authority, the Council has legal responsibilities to be open and transparent.

Some information must be published or made available, including agendas, minutes and certain registers and documents.

Where information contains personal data, the Council will balance transparency requirements with individuals' rights to privacy.

16. Complaints

If you have concerns about how the Council uses your personal information, please contact the Clerk in the first instance.

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

Information Commissioner's Office

Website: www.ico.org.uk

17. Review of this Privacy Notice

This Privacy Notice will be reviewed regularly to ensure it remains accurate and reflects changes in legislation, Council services or working practices.

Approved by Lostock Gralam Parish Council:

Document Version: 2

Date Adopted: September 2026

Review Date: September 2029

Responsible Officer: Clerk and Responsible Financial Officer