

LOSTOCK GRALAM PARISH COUNCIL

Privacy Notice

Lostock Gralam Parish Council is committed to protecting your personal information and ensuring transparency about how we collect, use, and store it. This Privacy Notice explains your rights and our responsibilities under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

1. Data Controller

Lostock Gralam Parish Council is a data controller and is registered with the Information Commissioner's Office (ICO) under registration number **ZA055621**.

All enquiries regarding this Privacy Notice or your personal data should be directed to:

Parish Clerk: Lyndsey Sandison

Email: Clerk@lostockgralamparishcouncil.co.uk

Telephone: 07739 926 025

Postal address: 6 Houghton Close, Northwich, Cheshire, CW9 8NW

2. Personal Data – What is it?

“**Personal data**” is any information about a living individual which allows them to be identified, directly or indirectly. This may include:

- Name, address, date of birth
- Contact details (phone number, email)
- Bank details (for grant or payment purposes)
- Online identifiers (e.g., IP addresses, if collected via website forms)

3. Personal Data We Hold

The Council collects and processes the following categories of personal data:

Identity & Contact Data: Names, addresses, phone numbers, email addresses voluntarily provided to the Council.

Financial Data: Bank details for grant payments or transactions with the Council.

Electoral Data: Copies of the Electoral Register for the Parish.

Planning Data: Personal information included in planning applications.

Volunteered Data: Information provided by residents or members of the public in relation to

queries, complaints, or feedback.

Safeguarding Data: Where necessary to ensure the safety of children or adults at risk.

Storage:

- Digital records are stored on the Parish Council laptop, password-protected and backed up securely in a fireproof safe.
- Paper records are stored securely at the Clerk's premises.
- Access is limited to the Clerk or authorised Council representatives.

4. Why We Process Your Personal Data

We process personal data for legitimate purposes including:

- Delivering public services and responding to enquiries
- Meeting our legal and statutory obligations
- Maintaining accounts, records, and financial transactions
- Communicating news, events, or changes to services
- Handling planning applications
- Safeguarding children and adults at risk
- Preventing fraud or misuse of public funds
- Engaging with residents and gathering feedback to improve Council services

We will only collect and use personal data that is necessary for these purposes.

5. Legal Basis for Processing

We process personal data based on the following legal grounds:

- **Legal obligation:** Compliance with statutory duties as a public authority
- **Contractual necessity:** Processing needed to deliver services requested by you
- **Consent:** Where explicit consent has been provided
- **Legitimate interests:** For the Council's operational purposes, such as safeguarding, communication, and administrative functions

6. Sharing Your Personal Data

Your personal data will **not be sold or disclosed to third parties** except:

- Where required by law (e.g., statutory reporting)
- With your consent
- With contractors providing services to the Council who are GDPR-compliant

- When necessary for Council business, such as planning applications, complaints handling, or safeguarding procedures

7. Retention of Personal Data

The Council retains personal data only for as long as necessary to fulfil the purposes for which it was collected, or to comply with legal obligations.

Typical retention periods:

Data Type	Retention Period
Financial records (including grants)	8 years
Planning records	3–6 years
Electoral register	Until superseded / secure disposal
Safeguarding or complaints records	Duration required by law / as necessary for investigation
General correspondence	Until purpose fulfilled or no longer needed

Records may be retained longer if required to defend or pursue legal claims.

8. Your Rights

You have the following rights regarding your personal data:

- **Access:** Request a copy of personal data we hold and information about its use
- **Correction:** Update or correct inaccurate or incomplete data
- **Erasure:** Request deletion of your data where lawful
- **Restriction:** Ask us to limit processing in certain circumstances
- **Objection:** Object to processing based on legitimate interests or direct marketing
- **Data portability:** Receive your data in a structured format (where applicable)
- **Withdraw consent:** Where processing is based on consent, you can withdraw at any time

Requests will usually be responded to within 1 month, extendable by up to 2 months for complex cases. Proof of identity may be requested to process your request.

You also have the right to lodge a complaint with the ICO:

<https://ico.org.uk/> | Tel: 0303 123 1113 | Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

9. Further Processing

If we intend to use your personal data for purposes not covered by this Privacy Notice, we will provide a new notice and seek your consent where required.

10. Changes to this Privacy Notice

This Privacy Notice is regularly reviewed and updated. The latest version is always available on the Council's website:

<http://www.lostockgralamparishcouncil.co.uk>