

BARLEY PARISH COUNCIL PRIVACY POLICY

Barley Parish Council is committed to respecting your privacy and the privacy of every person requesting and using our services. The information we collect about you will be used to fulfil the required services and enable us to improve how, as an organisation we deal with you.

Should you have a question about the data we store, our contact details are:

Contact name: Barley Parish Clerk
Organisation: Barley Parish Council
Address Line 1: 2 Westfield
Address Line 2: London Road
Town: Barley
Email: barley.parishclerk@gmail.com

The information that we collect about you will only be used lawfully (in accordance with the Data Protection Act 1998 and the General Data Protection Regulation 2018). All data is retained exclusively within the United Kingdom, or transferred only to 'third countries' where 'adequacy of protection' or specific certification as defined by The GDPR has been confirmed.

This information will not be disclosed to anyone outside Barley Parish Council or its associated companies, partners, and other companies with which has arranged services for your benefit.

We expect the information we hold to be accurate and up to date. You have the right as an individual to find out what information we hold about you and make changes if necessary; you also have the right, assuming we are not obligated by law to refuse, to ask us to stop using the information. To have your information removed or rectified, please contact the Barley Parish Clerk.

The type of information that we will collect on you, and you voluntarily provide to us on this website, contract or service includes:

- * Your name
- * Address
- * Telephone number(s)
- * Email address

We may, in further dealings with you, extend this information to include: services used, agreements and payment transactions.

You are under no statutory or contractual requirement or obligation to provide us with your personal information; however we require at least the information above in order for us to deal with you as a contractor, employee, customer or service user in an efficient and effective manner.

The legal basis for processing your data is based on your specific consent, our legal obligation or our legitimate interest and we will have stated this at the point the information was initially provided. Therefore, we will not store, process or transfer your data outside the parties detailed above unless we have an appropriate lawful reason to do so. Unless we are precluded from doing so by law, you have the right to remove your consent at any time by contacting us and requesting that processing of your details be restricted or deleted.

Unless otherwise required by law, your data will be stored for a period of up to six years at which point it will be deleted.

OUR WEBSITE

We use analytical/performance cookies to allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to identify issues with our site and improve the way our website works.

PROTECTION OF PERSONAL INFORMATION

Barley Parish Council takes precautions, including administrative, technical, and physical measures, to safeguard your Data against loss, theft, and misuse, as well as against unauthorized access, disclosure, alteration, and destruction.

We use industry-standard efforts to safeguard the confidentiality of Data, including encryption and firewalls. We have implemented reasonable administrative, technical, and physical security controls to protect against the loss, misuse, or alteration of your Data.

If you have a concern about how we handle your data, or you would like to lodge a complaint, you may do so by contacting [The Information Commissioners Office](#).