

Coningsby Town Council

General Privacy Notice

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Your personal data – what is it?

Personal data means any information about a living individual from which that person can be identified, either on its own or when combined with other information. This includes names, photographs, videos, email addresses and postal addresses. The processing of personal data is governed by the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Who are we?

This Privacy Notice is provided to you by Coningsby Town Council, which is the data controller for your personal data.

Other data controllers the Council works with

The Council may work with other data controllers such as local authorities, community groups, charities, other not-for-profit bodies and contractors. We may need to share your personal data with them so that they can carry out their responsibilities to the Council. Where the Council and other data controllers process your data jointly for the same purposes, we may be joint data controllers. Where each party processes data for its own purposes, each will be independently responsible for that processing.

What personal data do we process?

The Council will process some or all of the following personal data where necessary to perform its tasks: names, titles and aliases; photographs; contact details such as telephone numbers, addresses and email addresses; and, where relevant to services provided by the Council, information such as gender, age, marital status, nationality, education and work history, academic or professional qualifications, hobbies, family composition and dependants. Where you pay for activities such as use of a Council hall, we may process financial identifiers such as bank account numbers, payment card numbers, payment transaction identifiers, policy numbers and claim numbers.

Special categories of personal data

We may also process special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication or treatment received, political beliefs, trade union membership, genetic data, biometric data, and data concerning sex life or sexual orientation.

How we use sensitive personal data

We may process special category data, as appropriate, to monitor sick leave and make decisions on fitness for work; to monitor compliance with equal opportunities legislation; and to comply with legal requirements and obligations to third parties. In limited circumstances, we may ask for your explicit written consent, but we will only do so where lawful and necessary.

How we comply with data protection law

The Council will comply with data protection law. Personal data must be used lawfully, fairly and transparently; collected only for specified, explicit and legitimate purposes; adequate, relevant and limited to what is necessary; accurate and kept up to date; kept only for as long as necessary; and stored securely with appropriate technical and organisational measures to protect it from loss, misuse, unauthorised access and disclosure.

Why we use your personal data

We use personal data to deliver public services; confirm identity where required; contact you by post, email, telephone or social media; understand how well we are performing; prevent and detect fraud and corruption; meet legal and statutory obligations; carry out safeguarding and complaints handling; promote the interests of the Council; maintain accounts and records; seek your views; notify you of changes to our facilities, services, events and staff; send requested communications; process financial transactions; analyse data for service planning; and use CCTV where necessary for the prevention and detection of crime.

What is the legal basis for processing your personal data?

The Council is a public authority and has certain powers and obligations. Most personal data is processed where necessary for compliance with a legal obligation or for the performance of a task carried out in the public interest or in the exercise of official authority. Sometimes processing is necessary for the performance of a contract, or to take steps before entering into a contract. In some cases, we will rely on consent. Where consent is relied upon, you may withdraw it at any time.

Sharing your personal data

We may share personal data where necessary with the data controllers listed above, and with our agents, suppliers and contractors, for example for newsletter distribution, website hosting, database support or other administrative services. On occasion, we

may share data with other local authorities or not-for-profit bodies where we are carrying out joint work for the community.

How long do we keep your personal data?

We keep records only for as long as necessary. Some records must be kept permanently where we are legally required to do so. Financial records are normally kept for at least 8 years to support audit or tax purposes. We may retain data for as long as necessary to defend or pursue legal claims, and otherwise delete it when it is no longer needed.

Your rights and your personal data

You have rights of access, rectification, erasure, restriction, objection, and data portability in appropriate circumstances. Where processing is based on consent, you have the right to withdraw that consent at any time. We may need to verify your identity before responding to a request. We will normally respond within one month. The first request is free, although repeated or excessive requests may attract a reasonable administrative fee where permitted by law.

Complaints

You have the right to lodge a complaint with the Information Commissioner's Office. You can contact the ICO by telephone, online form or post. The ICO's contact details should be kept up to date on publication.

International transfers

Where personal data is transferred outside the UK, the Council will only do so in accordance with Chapter V of the UK GDPR and any associated UK transfer rules, ensuring that appropriate safeguards are in place.

Further processing

If we wish to use your personal data for a new purpose not covered by this Privacy Notice, we will provide a new notice explaining that use before processing begins and, where necessary, seek your consent.

Changes to this notice

We keep this Privacy Notice under regular review and will publish any updates on the Council's website. This Notice was last updated on 27 November 2025.

Contact details

Please contact the Data Controller, Sarah Kulwicki, if you have any questions about this Privacy Notice or the personal data we hold about you, or if you wish to exercise any of your rights.