



GDPR Policy

Introduction

The Parish Council (hereinafter referred to as "the Council") is committed to ensuring that personal data is handled in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This policy outlines how the Council collects, processes, stores, and protects personal data to ensure the privacy and rights of individuals.

1. Data Protection Principles

The Council will comply with the following principles under the UK GDPR:

1. **Lawfulness, Fairness, and Transparency:** Personal data will be processed lawfully, fairly, and transparently.
2. **Purpose Limitation:** Personal data will be collected for specified, legitimate purposes and will not be further processed in a manner that is incompatible with those purposes.
3. **Data Minimisation:** The data collected will be adequate, relevant, and limited to what is necessary for the purposes of processing.
4. **Accuracy:** Personal data will be accurate and kept up to date.
5. **Storage Limitation:** Personal data will be kept for no longer than necessary for the purposes for which it was collected.
6. **Integrity and Confidentiality:** Personal data will be processed in a manner that ensures appropriate security, including protection against unauthorized access, disclosure, destruction, or loss.
7. **Accountability:** The Council will be accountable for its processing of personal data and will be able to demonstrate compliance with the principles.

2. Data Controller and Contact Information

The Council is the **Data Controller** for all personal data collected. The contact details for the Council are:

- **Data Protection Officer (DPO):** [Insert name if applicable or position]
- **Address:** [Insert Council address]
- **Email:** [Insert contact email]
- **Telephone:** [Insert contact phone number]

3. Data Collection

The Council collects personal data in various ways, including but not limited to:

- Directly from individuals (e.g., members of the public, staff, contractors, or volunteers).
- Via forms and applications (e.g., event registrations, planning applications).
- Through communication via email, postal mail, or telephone.

4. Types of Personal Data

The personal data the Council may collect and process includes:

- Contact details (name, address, telephone number, email address).
- Financial data (e.g., payment information, if applicable).
- Sensitive personal data (e.g., health information, where relevant and with explicit consent).
- Information related to Council business, meetings, and records.

5. Legal Basis for Processing Personal Data

The Council will process personal data only where there is a lawful basis under the UK GDPR. These bases include:

- **Consent:** Where individuals have given their explicit consent to the processing of their personal data.
- **Contractual Necessity:** Where processing is necessary for the performance of a contract with the individual.
- **Legal Obligation:** Where processing is necessary to comply with a legal obligation.
- **Public Task:** Where processing is necessary for the performance of the Council's official functions.
- **Legitimate Interests:** Where processing is necessary for the legitimate interests pursued by the Council or a third party.

6. Sharing of Personal Data

The Council may share personal data with third parties only where it is necessary to fulfil its obligations or legal requirements. This may include:

- Service providers (e.g., IT support, payroll, contractors).
- Law enforcement agencies or regulators, where required by law.
- Partners involved in specific community or governmental activities.

7. Data Security

The Council will implement appropriate technical and organizational measures to protect personal data from unauthorized access, loss, misuse, or alteration. This includes:

- Secure storage of data (e.g., encryption, restricted access).
- Regular security reviews and assessments.
- Staff training on data protection practices.

8. Data Retention

Personal data will be retained only for as long as necessary to fulfill the purposes for which it was collected or to comply with legal requirements. Once personal data is no longer needed, it will be securely deleted or anonymized.

9. Data Subject Rights

Individuals have the following rights regarding their personal data:

- **Right to Access:** Individuals can request a copy of the personal data the Council holds about them.
- **Right to Rectification:** Individuals can request correction of inaccurate or incomplete personal data.
- **Right to Erasure:** Individuals can request the deletion of their personal data, subject to certain conditions.
- **Right to Restriction of Processing:** Individuals can request the restriction of processing in certain circumstances.

- **Right to Data Portability:** Individuals can request to receive their personal data in a structured, commonly used, and machine-readable format.
- **Right to Object:** Individuals can object to the processing of their personal data under certain circumstances.
- **Rights Related to Automated Decision-Making and Profiling:** Individuals have the right not to be subject to decisions based solely on automated processing, including profiling.

Requests to exercise these rights should be directed to the Council's Data Protection Officer (DPO).

10. Complaints

If individuals are dissatisfied with how their personal data is processed, they have the right to lodge a complaint with the Information Commissioner's Office (ICO), the UK's independent authority for data protection.

11. Changes to This Policy

The Council may update this GDPR policy from time to time. Any changes will be communicated to the public and individuals whose data is processed, as required by the UK GDPR. The latest version of the policy will be made available on the Council's website or upon request.

12. Conclusion

The Parish Council is committed to protecting the privacy and security of personal data. This policy is intended to ensure compliance with the UK GDPR and to inform individuals about how their personal data is handled.

Adopted January 2025