

Easthope Shipton Stanton Long Parish Council Data Protection Policy

1. Introduction

Easthope Shipton Stanton Long Parish Council henceforth known as “The Authority” is committed to protecting personal data and handling information lawfully, fairly and transparently in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other relevant legislation.

This policy sets out how The Authority handles, stores and shares personal data in the course of carrying out its functions.

2. Scope

This policy applies to all Parish Councillors, employees, contractors and volunteers who process personal data on behalf of the Authority.

Personal data means any information relating to an identified or identifiable living individual.

3. Data Protection Principles

The council will ensure that personal data is:

- Processed lawfully, fairly and transparently.
- Collected for specified, explicit and legitimate purposes.
- Adequate, relevant and limited to what is necessary.
- Accurate and kept up to date where necessary.
- Retained only for as long as required.
- Kept secure and protected against unauthorised access, loss or disclosure.

4. Data Handling

The Authority will only collect and use personal data where it has a lawful basis to do so.

Personal data may be processed for purposes including:

- Administration of Council business.
- Responding to enquiries and correspondence.
- Managing contracts and suppliers.
- Employment and personnel administration.
- Managing councillor information.
- Meeting legal and regulatory obligations.

Access to personal data will be restricted to those who require it for legitimate Council purposes.

The council conducts data audits which are reviewed as required.

5. Data Storage and Security

The Authority will take reasonable steps to protect personal data from loss, misuse, unauthorised access, disclosure of alteration.

These measures may include:

- Password-protected devices and accounts.
- Use of council-approved email accounts where applicable.
- Secure storage of paper records.
- Secure disposal of confidential information.
- Regular review of records to ensure information is not retained longer than necessary.

Councillors and officers must take reasonable care when handling personal information and must not share passwords or leave confidential information accessible to others.

6. Data Sharing

The Authority will only share personal data where:

- There is a lawful basis to do so.
- The individual has consented where consent is required.
- Sharing is necessary to comply with a legal obligation.
- Sharing is necessary for the performance of a public task or official function.

Personal data will not be disclosed to third parties unless there is a legitimate reason for doing so.

The Authority will take care to ensure that only the minimum necessary information is shared.

7. Retention and Disposal

The Authority will retain records in accordance with legal requirements and operational needs.

Personal data that is no longer required will be securely deleted, destroyed or otherwise disposed of in a manner which prevents unauthorised access.

8. Individual Rights

Individuals have rights under UK GDPR, including the right to:

- Be informed about how their data is used.
- Request access to their personal data.
- Request correction of inaccurate data.
- Request erasure where possible.
- Object to certain types of processing.

Requests relating to personal data should be submitted to the Clerk.

9. Data Breaches

Any actual or suspected data breach must be reported to the Clerk as soon as possible.

The Clerk will assess the breach and determine whether any further action is required, including notification to the Information Commissioner's Office (ICO) and affected individuals where necessary.

10. Responsibilities

The Authority is the Data Controller for personal data processed in carrying out its functions.

The Clerk is responsible for the day-to-day administration of this policy and for advising the Council on data protection matters.

Councillors and any persons processing personal data on behalf of The Authority are responsible for complying with this policy.

11. Review

This policy will be reviewed annually, or sooner if required by changes in legislation, guidance or Council Practices.

Adopted by Easthope Shipton and Stanton Long Parish Council.

Adopted at a meeting of the authority on 23rd July 2026. Minute reference: 8c.

Date for next review: July 2027.