

Gawcott with Lenborough Parish Council – Data Protection Policy

1. Introduction

Gawcott with Lenborough Parish Council is committed to protecting the personal data it collects and processes in the course of its work. This policy explains how the Council complies with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018).

The Council processes personal data to carry out its statutory duties, deliver services, and manage its operations responsibly and lawfully.

2. Scope

This policy applies to:

- All councillors, employees, volunteers, and contractors working on behalf of the Council.
- All personal data processed by the Council, regardless of format (paper, electronic, audio, CCTV, etc.).

3. Definitions

- **Personal Data:** Any information relating to an identified or identifiable individual.
- **Special Category Data:** Sensitive data requiring extra protection (e.g. health, political opinions).
- **Processing:** Any operation performed on personal data, including collection, storage, sharing, or deletion.
- **Data Subject:** The individual whose data is being processed.
- **Data Controller:** The organisation determining how and why personal data is processed (the Council).
- **Data Processor:** A third-party processing data on behalf of the Council.

4. Data Protection Principles

The Council adheres to the UK GDPR principles. Personal data must be:

1. Lawful, fair and transparent
2. Collected for specified, explicit and legitimate purposes

3. Adequate, relevant and limited to what is necessary
4. Accurate and kept up to date
5. Kept for no longer than necessary
6. Processed securely

The Council is accountable for demonstrating compliance with these principles.

5. Lawful Basis for Processing

The Council identifies and documents the lawful basis for processing before collecting personal data. These may include:

- Public task (most council functions)
- Legal obligation
- Contract
- Consent (used only when necessary and appropriate)
- Legitimate interests (for limited internal purposes)
- Vital interests (rarely, for emergencies)

6. Data Collection and Use

The Council collects personal data only when necessary to:

- Manage council meetings, agendas and minutes
- Respond to enquiries, service requests or complaints
- Administer contracts, grants and payments
- Manage council assets and facilities
- Comply with legal and regulatory obligations
- Engage with residents, volunteers and stakeholders

Personal data is used solely for the purpose collected unless a compatible lawful purpose applies.

7. Data Sharing

The Council shares personal data only when:

- Required by law
- Necessary to fulfil a public task
- With the data subject's consent
- With approved processors under a written data processing agreement

The Council does not sell personal data to third parties.

8. Data Retention

The Council follows its Data Retention Schedule, ensuring personal data is retained only for as long as necessary and securely disposed of when no longer required.

9. Data Security

The Council ensures appropriate technical and organisational measures, including:

- Password-protected devices and secure storage
- Secure disposal of confidential waste
- Regular review of data handling practices

Councillors and staff must follow the Council's security procedures at all times.

10. Rights of Individuals

The Council upholds individuals' rights under UK GDPR, including:

- Right of access (Subject Access Request)
- Right to rectification
- Right to erasure (where applicable)
- Right to restrict processing
- Right to data portability
- Right to object
- Rights in relation to automated decision-making

11. Data Breaches

A personal data breach is any accidental or unlawful destruction, loss, alteration, unauthorised disclosure, or access to personal data.

The Council will:

- Record all data breaches
- Assess the level of risk
- Notify the ICO within 72 hours where required
- Notify affected individuals when there is a high risk to their rights and freedoms

A Data Breach Procedure supports this policy.

12. Training and Awareness

All councillors, staff and volunteers handling personal data must receive appropriate data protection training and follow council procedures.

13. Policy Review

This policy will be reviewed every two years or sooner if legislation, guidance, or council practices change.