

# Data Protection Policy

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## 1. Purpose

This policy sets out how the Parish Council collects, uses, stores, and protects personal data in compliance with the UK GDPR and the Data Protection Act 2018.

## 2. Scope

This policy applies to all councillors, employees, volunteers, contractors, and all personal data processed by or on behalf of the Parish Council.

## 3. Data Protection Principles

Personal data must be processed lawfully, fairly, transparently, for specified purposes, be adequate and limited, accurate, retained only as necessary, and processed securely.

## 4. Roles and Responsibilities

The Council acts as Data Controller. The Clerk manages compliance. All users must follow this policy.

## 5. Lawful Basis for Processing

Includes public task, legal obligation, contract, consent, and legitimate interests (rarely used).

## 6. Data Subject Rights

Individuals may request access, rectification, erasure, restriction, objection, and portability.

## 7. Data Security

Data must be stored securely, access-limited, backed up, and protected with passwords and encryption.

## 8. Data Breaches

Breaches must be reported immediately. The Clerk investigates and notifies the ICO where required.

## **9. Retention and Disposal**

Data is retained according to the retention schedule and disposed of securely.

## **10. Review**

Reviewed every two years or sooner if required.