

DATA PROTECTION POLICY

Stapleford Parish Council

Adopted: June 2025

Next review: June 2026

1. Purpose of This Policy

This policy explains how Stapleford Parish Council collects, uses, stores and protects personal data in accordance with:

- **UK General Data Protection Regulation (UK GDPR)**
- **Data Protection Act 2018**

The Council is committed to handling personal data lawfully, fairly and transparently.

2. Data Controller

Stapleford Parish Council is the **Data Controller**.

Contact:

Clerk to the Council

staplefordpc@yahoo.com

Stapleford Village Hall, 68 High Road, Stapleford, SG14 3NW

3. What Is Personal Data?

Personal data means any information that identifies a living individual, including:

- Names
- Addresses
- Email addresses
- Telephone numbers

Special category data (e.g. health information) is handled with extra care.

4. What Data We Hold

The Council may hold personal data relating to:

- Councillors
- The Clerk and employees
- Contractors and suppliers
- Members of the public who contact the Council

This data is only held where necessary for the Council's lawful functions.

5. Lawful Basis for Processing

The Council processes personal data under one or more of the following lawful bases:

- Legal obligation
 - Public task
 - Contract
 - Consent (where required)
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6. How We Use Personal Data

Personal data is used only to:

- Administer council business
- Communicate with residents and stakeholders
- Meet legal and audit requirements

The Council will **not** use personal data for unrelated purposes.

7. Data Storage and Security

The Council:

- Keeps data securely (paper and electronic)
- Limits access to authorised persons only
- Uses password protection and secure storage
- Regularly reviews what data is held

Data is not kept longer than necessary.

8. Sharing Personal Data

Personal data is only shared where:

- Required by law
- Necessary for council business
- With appropriate safeguards in place

The Council does not sell personal data.

9. Data Subject Rights

Individuals have the right to:

- Access their personal data
- Request correction
- Request erasure (where applicable)
- Object to processing
- Request restriction of processing

Requests should be made in writing to the Clerk.

10. Data Breaches

Any suspected data breach will be:

- Recorded
- Investigated promptly
- Reported to the ICO where legally required

Affected individuals will be informed where necessary.

11. Publication of Information

The Council publishes certain information (e.g. agendas, minutes, registers of interests) as required by law.

Care is taken to minimise the publication of personal data.

12. Review

This policy will be reviewed **annually** or sooner if legislation changes.