



Data Protection Policy

General Data Protection Regulation (GDPR) & Data Protection Act 2018

Adopted: January 2026

Review Date: January 2027

1. Introduction

Figheledean Parish Council is committed to protecting personal data and complying with data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This policy sets out how the Council will meet its data protection obligations and protect the rights of individuals whose personal data it processes.

2. Scope

This policy applies to all personal data processed by the Council, regardless of the format in which it is held (electronic or paper). It applies to all councillors, employees, contractors and volunteers who have access to personal data.

3. Data Protection Principles

The Council will comply with the data protection principles, ensuring that personal data is:

1. **Processed lawfully, fairly and transparently:** We will have a valid legal basis for processing and be open about how we use data
2. **Collected for specified, explicit and legitimate purposes:** We will only collect data for defined purposes and not use it in incompatible ways
3. **Adequate, relevant and limited:** We will only collect the data we need for our purposes
4. **Accurate and kept up to date:** We will take steps to ensure data is accurate and correct any inaccuracies
5. **Kept for no longer than necessary:** We will retain data only as long as needed and dispose of it securely
6. **Processed securely:** We will protect data against unauthorised access, loss or destruction

4. Roles and Responsibilities

4.1 The Council

The Council as a whole is the data controller and is responsible for ensuring compliance with data protection legislation.

4.2 The Parish Clerk

The Parish Clerk is the designated Data Protection Contact and is responsible for:

- Ensuring this policy is implemented
- Responding to data subject requests

- Reporting data breaches
- Maintaining records of processing activities
- Providing guidance on data protection matters

4.3 Councillors, Staff and Volunteers

All councillors, staff and volunteers must:

- Follow this policy and any related procedures
- Only access personal data they need for their role
- Keep personal data secure
- Report any data breaches or concerns immediately
- Complete any required data protection training

5. Processing Personal Data

The Council will only process personal data where it has a lawful basis to do so. The lawful bases we rely on are:

- Consent of the data subject
- Performance of a contract
- Compliance with a legal obligation
- Performance of a task carried out in the public interest or exercise of official authority
- Legitimate interests (where not overridden by individual rights)

6. Special Category Data

The Council will only process special category data (sensitive personal data relating to health, race, religion, etc.) where it has identified both a lawful basis and a special condition for processing.

7. Data Subject Rights

The Council will respect and facilitate the rights of data subjects, including the rights to access, rectification, erasure, restriction, portability and objection. Requests should be directed to the Parish Clerk and will be responded to within one month.

8. Data Security

The Council will implement appropriate technical and organisational measures to protect personal data, including:

- Password protection and encryption where appropriate
- Secure storage of paper records
- Regular backup of electronic data
- Secure disposal of data no longer required
- Access controls limiting who can access personal data

9. Data Breaches

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

All breaches or suspected breaches must be reported immediately to the Parish Clerk. The Council will assess breaches and, where required, report them to the ICO within 72 hours and notify affected individuals.

10. Data Retention

The Council will retain personal data only for as long as necessary. A retention schedule is maintained setting out how long different types of data are kept. Data will be securely disposed of when no longer needed.

11. Training

The Council will ensure that councillors and staff receive appropriate training on data protection.

12. Review

This policy will be reviewed annually or following any significant changes to data protection legislation or Council practices.

Document Control

Adopted by Council: January 2026

Next review: January 2027