

# Bramshaw Parish Council

## Data Protection Policy

Adopted: 1<sup>st</sup> July 2025

Review Date: 1<sup>st</sup> June 2027

# 1. Introduction

This policy sets out how Bramshaw Parish Council (“the Council”) processes personal data in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. The Council is committed to ensuring that personal data is handled securely, lawfully, and transparently.

## 2. Scope

This policy applies to all councillors, employees, contractors, volunteers, and any other individuals who handle personal data on behalf of the Council.

## 3. Data Protection Principles

The Council adheres to the data protection principles set out in the UK GDPR. Personal data shall be:

- Processed lawfully, fairly and in a transparent manner.
- Collected for specified, explicit and legitimate purposes.
- Adequate, relevant and limited to what is necessary.
- Accurate and kept up to date.
- Kept only for as long as necessary.
- Processed in a manner that ensures appropriate security.

## 4. Lawful Basis for Processing

The Council will only process personal data when it has a lawful basis to do so, including:

- Consent
- Legal obligation
- Public task
- Contract
- Vital interests
- Legitimate interests (where applicable)

## 5. Data Subject Rights

Data subjects have the right to:

- Access their data
- Rectify inaccurate data
- Erase data (“right to be forgotten”) in certain circumstances
- Restrict or object to processing
- Data portability (where applicable)
- Lodge a complaint with the Information Commissioner's Office (ICO)

## 6. Responsibilities

The Council is the data controller. The Clerk is designated as the Data Protection Officer (DPO) or data protection lead and is responsible for ensuring compliance.

All councillors and staff must:

- Familiarise themselves with this policy
- Only access or process personal data when necessary
- Report data breaches immediately

## 7. Data Security

The Council takes appropriate technical and organisational measures to safeguard personal data, including:

- Password protection on devices and accounts
- Lockable storage for paper records
- Regular data backups
- Limited access to personal data on a need-to-know basis

## 8. Data Sharing and Retention

Personal data will not be shared with third parties without lawful basis and appropriate safeguards. The Council will follow its Retention and Disposal Policy to determine how long personal data is kept.

## 9. Breach Notification

In the event of a data breach, the Council will:

- Assess the risk to individuals
- Notify the ICO within 72 hours if required
- Inform affected individuals where necessary

## 10. Review

This policy will be reviewed regularly and updated when necessary to ensure compliance with data protection law.

Approved by the Parish Council on: 24 June 2025

**Signed** 24 June 2025

Mark Medley - Chairperson:

Diana OGrady - Clerk: