

Astley Parish Council

Data Protection (UK GDPR) Policy

1. Introduction

Astley Parish Council (“the Council”) is committed to protecting personal data and handling it in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This policy explains how the Council collects, uses, stores, and protects personal data in the course of its activities.

2. Scope

This policy applies to:

- All councillors of Astley Parish Council
 - Any personal data held electronically or in paper form
 - All council activities, including correspondence, meetings, and administration
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3. Data Controller

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

Contact details:

Clerk to the Council

Helen Billington

clerk@astleyparishcouncil.org.uk

Telephone **07927 504663**

4. Types of Personal Data Collected

The Council collects and processes limited personal data, including:

- Names, addresses, email addresses, and telephone numbers of councillors
- Names and contact details of residents who contact the Council
- Information contained in correspondence, complaints, enquiries or held within the Register of Electors

- Minutes of meetings (which may include names of councillors and members of the public)

The Council does **not** process special category data unless legally required.

5. Lawful Basis for Processing

The Council processes personal data under the following lawful bases:

- **Legal obligation** – compliance with statutory duties
 - **Public task** – carrying out the Council's official functions
 - **Consent** – where individuals have explicitly agreed
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6. Data Storage and Security

- The Council uses **one council-owned laptop**, which is password protected, and **one basic phone** which only receives incoming calls and texts.
 - The laptop is kept in a secure location when not in use
 - Anti-virus software and operating system updates are maintained
 - Paper records are stored securely, and access is limited to councillors
 - Personal data is not stored on personal devices
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7. Data Sharing

Personal data is:

- Only shared when legally required or necessary for council business
- Not shared with third parties for commercial purposes
- Not published online, except where required by law (e.g. meeting minutes)

The Council has **no social media accounts** and does not process data through social media platforms.

8. Data Retention

Personal data is:

- Kept only for as long as necessary

- Retained in accordance with legal and operational requirements
 - Securely deleted or destroyed when no longer required
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9. Individual Rights

Under UK GDPR, individuals have the right to:

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

Requests should be made in writing to the Clerk.

10. Data Breaches

A data breach includes loss, theft, or unauthorised access to personal data.

- Any suspected breach must be reported immediately to the Clerk
 - Breaches will be assessed and recorded
 - Where required, the Information Commissioner's Office (ICO) will be notified within 72 hours
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11. Training and Awareness

- Councillors are made aware of their data protection responsibilities and will receive appropriate training
 - This policy is reviewed regularly and updated as required
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12. Review

This policy will be reviewed annually or when legislation or council practices change.

Adoption

Resolved:

That this GDPR Policy was approved by Parish Council at a meeting held on:

Date: _____

Minute Reference: _____

Signed: _____

Chair of the Council

Signed: _____

Clerk / Responsible Financial Officer

Review Date: _____