

BURTON AGNES PARISH COUNCIL

Data Protection Policy

Introduction

Burton Agnes Parish Council is committed to ensuring that personal information is handled lawfully, fairly, and transparently in line with the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.

The Council collects and processes personal data to carry out its functions and services. This information may be held in paper or electronic format and will be managed securely at all times.

Definitions

Data Controller – Burton Agnes Parish Council determines how and why personal data is processed.

Data Subject – Any individual whose personal data is processed by the Council.

Personal Data – Information that identifies a living individual, such as name, address, or contact details.

Processing – Any activity involving personal data, including collection, storage, use, or sharing.

Sensitive (Special Category) Data – Personal data relating to matters such as health, ethnicity, political views, or criminal history.

Data Protection Principles

Burton Agnes Parish Council will ensure that personal data is:

- Processed lawfully, fairly and transparently
- Collected for specific, legitimate purposes
- Adequate, relevant and limited to what is necessary
- Accurate and kept up to date
- Retained only as long as necessary
- Processed securely
- Not transferred outside the UK without appropriate safeguards

Use and Sharing of Data

Personal data will only be shared where necessary and lawful, including with public authorities or partner organisations. Individuals will be informed where appropriate.

Data may be disclosed without consent where required by law, for example:

- To comply with legal obligations
- To protect vital interests
- In connection with legal proceedings

Data Collection

The Council will ensure individuals understand:

- Why their data is being collected
- How it will be used
- Who it may be shared with

Consent will be obtained where required and will be freely given and informed.

Data Storage and Retention

Personal data will be stored securely and access restricted to authorised persons only. Data will be retained only for as long as necessary and disposed of securely.

Rights of Individuals

Individuals have the right to:

- Access their personal data
- Request correction of inaccurate data
- Request erasure where appropriate
- Restrict or object to processing
- Lodge a complaint with the Information Commissioner's Office

Responsibilities

Burton Agnes Parish Council will:

- Ensure all those handling personal data are appropriately trained
- Maintain clear procedures for handling data
- Regularly review data handling practices
- Take appropriate action in the event of a data breach

Failure to comply with this policy may result in disciplinary action.

Review

This policy will be reviewed regularly and updated as necessary to reflect legal requirements and best practice.

Contact

For any queries regarding this policy, please contact:

Clerk to Burton Agnes Parish Council
burtonagnesclerk@gmail.com