



POLICY	DATA PROTECTION
VERSION	2.0
LAST REVIEWED	21 January 2026

## 1 POLICY STATEMENT

The Council recognises its responsibility to comply with the Data Protection Act 2018 and the General Data Protection Regulation. This is to ensure the use of personal data is regulated and used appropriately.

## 2 PROVISION OF INFORMATION

- 2.1 Information provided to people regarding how their personal data is processed must be concise, transparent, intelligible and easily accessible, written in clear and plain language, particularly if addressed to a child and free of charge
- 2.2 Data will be monitored to ensure no unnecessary details are retained
- 2.3 Personal data should be accurate and promptly corrected where necessary
- 2.4 Individuals must be informed, upon request, of all the information held about them
- 2.5 Data must be kept securely, only accessible to staff and Councillors when deemed necessary, and be retained for a specific purpose, for instance to assist in the resolution of a complaint

## 3 DATA COLLECTION

- 3.1 Information should only be collected from individuals in an open and honest way with an explanation of the reason for its collection
- 3.2 Data will only be collected where it is relevant to requirements
- 3.3 Data will only be used for the purpose for which it has been given. Data is not collected via the Council's website
- 3.4 Council may hold information about individuals such as addresses and telephone numbers. These data are kept in a secure location at the Clerk's office and are not available for public access.
- 3.5 All data stored on Council computers is password protected. Data no longer needed or out of date, will be deleted from the computer. Paper records will be shredded.

## 4 RIGHT OF ACCESS TO DATA

- 4.1 A subject access request must be made in writing to the Clerk
- 4.2 All retained information will be provided within one month, together with an explanation of the reason for its retention, and a list of who has seen it.
- 4.3 Requests that are manifestly unfounded or excessive may be refused or a charge made. If a request is refused, a reason must be given.
- 4.4 An individual may request that their data be rectified or erased.

## **5 CONFIDENTIALITY**

- 5.1 When complaints or queries are made, they must remain confidential unless the subject gives permission. Personal data must remain confidential.
- 5.2 If a data breach is identified the ICO must be informed and an investigation will be conducted.
- 5.3 there will be an annual review of the compliance and effectiveness of the policy.