



WORTH PARISH COUNCIL

DATA PROTECTION POLICY

INTRODUCTION

Worth Parish Council ("the Council") is committed to protecting personal data and ensuring compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. This policy sets out how the Council collects, processes, stores, and disposes of personal data.

SCOPE

This policy applies to all personal data processed by the Council, including data of residents, councillors, employees, contractors, and volunteers.

DATA PROTECTION PRINCIPLES

The Council will ensure that personal data is:

1. Processed lawfully, fairly, and transparently.
2. Collected for specified, explicit, and legitimate purposes.
3. Adequate, relevant, and limited to what is necessary.
4. Accurate and kept up to date.
5. Kept only for as long as necessary.
6. Processed securely to maintain integrity and confidentiality.

LAWFUL BASIS FOR PROCESSING

The Council processes personal data under the following lawful bases:

- Legal obligation – e.g., statutory duties (electoral roll, financial records).
- Public task – e.g., providing public services.
- Contract – e.g., employment contracts.
- Consent – where necessary, freely given and documented.

DATA SUBJECT RIGHTS

Individuals have the right to:

- Access their data (Subject Access Request – see the Subject Access Request Policy for more information).
- Rectify inaccurate data.
- Request erasure (where applicable).
- Restrict processing.
- Object to processing.
- Data portability (where applicable).

Requests should be submitted in writing to the Chief Officer, and will be responded to within one month.

DATA SECURITY & STORAGE

- Personal data is stored securely (electronically with password protection, physically in locked cabinets/offices).
- Access is restricted to authorised personnel only.
- Data breaches will be reported to the Information Commissioner's Office (ICO) within 72 hours if necessary.

DATA RETENTION & DISPOSAL

The Council follows a Retention Schedule to ensure data is kept only as long as necessary. Personal data is securely deleted or shredded when no longer needed.

DATA SHARING

The Council does not share personal data with third parties unless required by law or with consent. Any data shared (e.g., contractors handling payroll) is governed by a Data Sharing Agreement.

DATA BREACH PROCEDURE

In case of a data breach, the Council will:

1. Identify and contain the breach.
2. Assess the risk and impact.
3. Notify affected individuals (if required).
4. Report to the ICO within 72 hours if necessary.

See the Data Breach Procedure Policy for more information.

TRAINING & AWARENESS

All councillors, employees, and volunteers handling personal data must complete GDPR training and follow this policy.

REVIEW OF THE POLICY

Subject to any new legislation, changes in Statute or case law which require immediate amendment; or the requirements of the Parish Council, this Policy will be reviewed within two years of adoption.

Date of Adoption: 19th May 2025

Reviewed: