Lilbourne Parish Council

UK GDPR & Data Protection Policy

Adopted: 26 May 2026
Review Date: May 2027

1. Purpose and Scope

Lilbourne Parish Council is committed to protecting personal data and complying with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, the Privacy and Electronic Communications Regulations (PECR), and guidance issued by the Information Commissioner's Office (ICO). This policy applies to all councillors, employees, contractors, volunteers and anyone processing personal data on behalf of the Council.

2. Data Protection Principles

The Council will ensure that personal data is:

- Processed lawfully, fairly and transparently.
- Collected for specified, explicit and legitimate purposes.
- Adequate, relevant and limited to what is necessary.
- Accurate and kept up to date.
- Retained only for as long as necessary.
- Processed securely to maintain confidentiality, integrity and availability.
- Processed in a manner that demonstrates accountability and compliance.

3. Lawful Basis for Processing

The Council processes personal data where there is a lawful basis under Article 6 UK GDPR, including:

- Legal obligation.
- Public task.
- Contract.
- Consent.
- Legitimate interests where appropriate.

Special category data will only be processed where a lawful condition under Article 9 UK GDPR applies.

4. Information Held by the Council

The Council may process personal information including names, addresses, telephone numbers, email addresses, employment records, allotment records, cemetery records, grant applications, CCTV recordings and correspondence. Information is used only for legitimate council purposes including administration, employment, financial management, statutory duties and community services.

5. Children's Data

Where the Council processes personal data relating to children, it will ensure that information is presented in clear language appropriate to the child's age. Parental or guardian consent will be obtained where required by law.

6. Data Security and Storage

Paper records will be stored securely in locked cabinets or secure premises. Electronic records will be password protected and secured through appropriate technical and organisational measures, including antivirus software, access controls and secure backups. Personal data will only be accessible to authorised persons.

7. Retention and Disposal

The Council will retain records in accordance with its Records Retention Policy and legal obligations. Personal data that is no longer required will be securely deleted, shredded or otherwise destroyed.

8. Sharing Personal Data

Personal data will not be sold or disclosed to third parties unless required by law, necessary for the Council's functions, or where consent has been obtained. Where third parties process data on behalf of the Council, appropriate contracts and safeguards will be in place.

9. Individual Rights

Individuals have rights under UK GDPR, including the right to:

- Be informed.
- Access their personal data.
- Request rectification.
- Request erasure where applicable.
- Restrict processing.
- Data portability where applicable.
- Object to processing.

• Rights relating to automated decision-making.
Requests will normally be responded to within one calendar month.

10. Subject Access Requests

Requests for access to personal data should be made in writing to the Parish Clerk or appointed Data Protection Officer. The Council may request proof of identity before releasing information.

11. Data Breaches

Any personal data breach must be reported immediately to the Parish Clerk and/or Data Protection Officer. Where required, the ICO will be notified within 72 hours of becoming aware of the breach. Affected individuals will also be informed where there is a high risk to their rights and freedoms.

12. Data Protection Officer

The Council will appoint a suitably qualified Data Protection Officer (DPO) or obtain external DPO support where appropriate. The DPO will advise on compliance, monitor data protection procedures and act as the contact point for the ICO. The Data Protection Officer is Northants CALC.

13. Privacy Notices

The Council will provide privacy notices explaining how personal data is collected, used, stored and shared. Privacy notices will include contact details for the Council and the DPO, lawful bases for processing and individuals' rights.

14. Training and Responsibilities

All councillors, staff and volunteers handling personal data are responsible for complying with this policy and maintaining confidentiality. Appropriate training and guidance will be provided where necessary.

15. Monitoring and Review

This policy will be reviewed annually or sooner if legislation, guidance or Council activities change.

Approved by Lilbourne Parish Council