

THORBURY GROUP PARISH COUNCIL

DATA PROTECTION POLICY

1. Introduction

Thornbury Group Parish Council is committed to protecting personal data and ensuring that it is handled in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018.

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

2. Scope

This policy applies to:

- Parish Councillors
- Parish Clerk
- Contractors or volunteers working on behalf of the Council

It covers all personal data held by the Council in both electronic and paper formats.

3. Data Protection Principles

The Council will ensure personal data is:

- Processed lawfully, fairly and transparently
- Collected for specified, explicit and legitimate purposes
- Limited to what is necessary
- Accurate and kept up to date
- Kept only as long as necessary
- Stored securely
- Processed in accordance with individuals' rights

4. Lawful Basis for Processing

The Council processes personal data where it is necessary for:

- Carrying out tasks in the public interest
- Complying with legal obligations
- Performing contracts
- Consent, where appropriate

Most processing by parish councils is carried out under public task.

5. Personal Data the Council May Hold

The Council may hold personal data including:

- Names and contact details of residents
- Employee or contractor information
- Correspondence with residents
- Complaint or enquiry records
- Supplier and contractor details

The Council will only collect information necessary for its functions.

6. Data Storage and Security

The Council will take appropriate steps to keep personal data secure, including:

- Password-protected electronic systems
- Secure storage of paper records
- Limiting access to authorised persons only
- Secure disposal of information when no longer required

7. Data Retention

Personal data will not be kept longer than necessary. Records will be retained in accordance with appropriate local government retention guidelines.

8. Data Sharing

The Council will only share personal data where:

- It is required by law
- It is necessary to fulfil Council duties
- The individual has given consent

Where data is shared with third parties, the Council will ensure appropriate safeguards are in place.

9. Individual Rights

Individuals have the right to:

- Request access to their personal data
- Request correction of inaccurate information
- Request erasure where appropriate
- Object to certain processing
- Request restriction of processing

Requests should be made in writing to the Clerk. Individuals also have the right to lodge a complaint with the Information Commissioner's Office.

10. Data Breaches

Any data breach must be reported immediately to the Clerk. Where required, breaches will be reported to the Information Commissioner's Office within the statutory timeframe.

11. Responsibilities

The Clerk to the Council is responsible for:

- Ensuring compliance with data protection legislation
- Maintaining appropriate records
- Handling data protection requests and breaches

Councillors and anyone working on behalf of the Council must ensure they follow this policy when handling personal data.

12. Review

This policy will be reviewed periodically and updated where necessary.

Adopted by: Thornbury Group Parish Council

Date: 30th March 2026