

DATA PROTECTION POLICY – Barrowby Parish Council

Barrowby Parish Council – Data Protection Policy

1. Policy Statement

Barrowby Parish Council is committed to protecting personal data and upholding the rights of individuals in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This policy sets out how the Council collects, processes, stores, and protects personal information.

2. Scope

This policy applies to:

- All employees, councillors, contractors, volunteers, and third parties acting on behalf of Barrowby Parish Council.
 - All personal data processed by the Council in both digital and physical formats.
-

3. Definitions

- Personal Data: Any information relating to an identified or identifiable individual.
 - Special Category Data: Sensitive data such as health, racial or ethnic origin, political opinions, religious beliefs, etc.
 - Processing: Any operation on personal data, including collection, storage, use, or disposal.
 - Data Subject: The individual to whom the personal data relates.
 - Data Controller: Barrowby Parish Council.
-

4. Data Protection Principles

Barrowby Parish Council complies with the following UK GDPR principles:

1. Lawfulness, Fairness, and Transparency – We process personal data lawfully, fairly, and in a transparent manner.
2. Purpose Limitation – We collect data for specified, explicit purposes and do not process it in a manner incompatible with those purposes.

3. Data Minimisation – We only collect data that is adequate, relevant, and limited to what is necessary.
 4. Accuracy – We keep personal data accurate and up to date.
 5. Storage Limitation – We retain personal data only for as long as necessary.
 6. Integrity and Confidentiality – We ensure appropriate security of personal data.
 7. Accountability – We are responsible for, and can demonstrate, compliance with the above principles.
-

5. Legal Basis for Processing

We process personal data under one or more of the following legal bases:

- Consent
 - Contract
 - Legal obligation
 - Public task
 - Legitimate interests
-

6. Data Subjects' Rights

Under the UK GDPR, individuals have the following rights:

- To be informed
 - Of access
 - To rectification
 - To erasure (in certain circumstances)
 - To restrict processing
 - To data portability (where applicable)
 - To object
 - To lodge a complaint with the Information Commissioner's Office (ICO)
-

7. Data Security

Barrowby Parish Council takes security seriously:

- Digital files are password-protected and, where necessary, encrypted.
 - Physical records are kept in locked cabinets with controlled access.
 - Only authorised personnel may access personal data.
 - Data breach procedures are in place and will be followed in the event of an incident.
-

8. Data Sharing and Transfers

- Personal data will not be shared with third parties without a lawful basis.
 - We do not transfer personal data outside of the UK unless appropriate safeguards are in place.
-

9. Data Retention

The Council maintains a Data Retention Schedule and ensures data is not kept longer than necessary.

10. Roles and Responsibilities

- The Assistant Parish Clerk acts as the primary Data Protection Officer (DPO) and is responsible for compliance.
 - All councillors and staff must adhere to this policy and undertake training as required.
-

11. Review and Updates

This policy will be reviewed annually or when there is a significant change in data protection legislation or Council activities.

Policy Review Date:

Adopted by Council on: [Insert Adoption Date]

Next Review Due: [Insert Next Review Date]

BARROWBY PARISH COUNCIL
CLAIRE DRING
Aug 2025

12. Contact

Barrowby Parish Council

Email: assistantclerk@barrowbyparishcouncil.gov.uk

Address: The Reading Room, Church Street, Barrowby Grantham, NG32 1BX

Phone: 07734967281

ICO Registration Number: [Insert ICO Number]