

# ARTHINGTON PARISH COUNCIL

## Data Protection Policy

### 1. Purpose of this Policy

Arthington Parish Council (“the Council”) is committed to protecting the privacy and personal data of individuals it interacts with. This policy explains how the Council collects, uses, stores, and protects personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This policy applies to councillors, employees, contractors, volunteers, and anyone handling personal data on behalf of the Council.

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### 2. What Is Personal Data?

Personal data is any information relating to an identified or identifiable living individual. This includes, but is not limited to:

- Names, addresses, email addresses, and telephone numbers
- Financial information
- Employment records
- Opinions or correspondence
- Images, CCTV footage, or recordings

Some personal data is classed as **special category data**, such as information about health, religion, or criminal convictions, and requires additional protection.

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### 3. Data Protection Principles

The Council will comply with the UK GDPR principles. Personal data must be:

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 no longer than necessary
  6. Processed securely and protected against unauthorised access, loss, or damage
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### 4. Lawful Basis for Processing

The Council will only process personal data where it has a lawful basis to do so, including:

- Legal obligation
- Performance of a public task
- Consent (where required)
- Contractual necessity
- Legitimate interests (where applicable)

The lawful basis used will be identified at the time data is collected.

## **How the Council Uses Personal Data**

The Council may process personal data for purposes including:

- Delivering statutory and local council services
- Communicating with residents, stakeholders, and partner organisations
- Managing employment, payroll, and pensions
- Handling complaints, enquiries, and consultations
- Maintaining accounts and financial records
- Managing meetings, minutes, and elections

The Council will not use personal data for purposes that are incompatible with these functions.

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## **6. Data Sharing**

Personal data may be shared where necessary with:

- Local authorities or government bodies
- Contractors or service providers acting on the Council's behalf
- Regulatory or law enforcement agencies where legally required

Any third parties processing data for the Council must do so securely and under a written agreement.

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## **7. Data Security**

The Council takes appropriate technical and organisational measures to protect personal data, including:

- Secure storage of paper and electronic records
- Password protection and access controls
- Regular backups
- Training for councillors and staff

- Procedures for reporting and managing data breaches

Any data breach will be assessed and reported to the Information Commissioner's Office (ICO) where required.

## 8. Data Retention

Personal data will be retained only for as long as necessary to fulfil the purpose for which it was collected, in line with the Council's retention schedule and legal requirements. Data will be securely destroyed when no longer required.

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## 9. Individual Rights

Under data protection law, individuals have the right to:

- Be informed about how their data is used
- Access their personal data
- Have inaccurate data corrected
- Request erasure of data (where applicable)
- Restrict or object to processing
- Data portability (in certain circumstances)
- Lodge a complaint with the Information Commissioner's Office

## 10. Responsibilities

- The Council is the **Data Controller** for the personal data it processes.
  - Councillors and staff must comply with this policy and handle personal data responsibly.
  - The Clerk to the Council acts as the primary point of contact for data protection matters.
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## 11. Contact Details

### **Data Protection Contact:**

Clerk to the Council

Margaret Smith

Email; [clerk@arthingtonparishcouncil.gov.uk](mailto:clerk@arthingtonparishcouncil.gov.uk)

Tel: 07505142383

Complaints may also be made to:

**Information Commissioner's Office (ICO)**

[www.ico.org.uk](http://www.ico.org.uk)

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## 12. Review of This Policy

This policy will be reviewed regularly and updated as necessary to reflect changes in legislation or Council practices.

**Adopted:** 13<sup>th</sup> January 2026

**Next Review Due:** 11<sup>th</sup> May 2027