



## **Stoke sub Hamdon Parish Council**

### **Data Protection Policy**

Adopted at a meeting: 5<sup>th</sup> November 2025

Next Review: November 2027

#### **1. Introduction**

Stoke sub Hamdon Parish Council is committed to protecting the privacy and rights of individuals in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the Data (Use and Access) Act 2025. This policy outlines how the Council collects, uses, stores, and shares personal data, and ensures compliance with current legislation.

#### **2. Scope**

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

#### **3. Data Protection Principles**

The Council will ensure 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 as long as necessary; processed securely; shared only where lawful and appropriate.

#### **4. Lawful Basis for Processing**

The Council processes personal data under the following lawful bases: Legal obligation, Public task, Contract, Consent, and Recognised Legitimate Interests (as introduced by DUAA 2025).

#### **5. Individual Rights**

Individuals have the right to: Access their data, Rectify inaccurate data, Erase data, Restrict or object to processing, Data portability, Complain to the Council or the ICO.

#### **6. Subject Access Requests (SARs)**

Requests must be made in writing and will be responded to within one month. The Council may extend this by two months for complex requests. Searches will be reasonable and proportionate, as per DUAA 2025.

#### **7. Data Sharing and Disclosure**

Personal data will only be shared with authorised individuals or organisations, where there is a lawful basis, under formal agreements, and with appropriate safeguards.

#### **8. Data Security**

The Council will store data securely, limit access to authorised personnel, report data breaches to the ICO within 72 hours if required, and maintain a Data Breach Procedure.

#### **9. Data Retention and Disposal**

Personal data will be retained only as long as necessary and disposed of securely. The Council's Record Management Policy outlines retention periods.

#### **10. Automated Decision-Making**

Where automated decisions are made, individuals will be informed and offered the opportunity for human review, in line with DUAA 2025 safeguards.

#### **11. Roles and Responsibilities**

The Parish Clerk is the designated Data Protection Officer and responsible for overseeing compliance. All councillors, staff, and volunteers must complete GDPR training and follow this policy.