BARLASTON PARISH COUNCIL



DATA PROTECTION POLICY

GDPR0

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Revision History

This document was originally written by:

Name	**Position**	**Date**
Vivien O'Dunne	Clerk	February 2026

This document was reviewed by:

The Parish Council	10 March 2026

This document version was adopted by:

The Parish Council at their meeting on	10 March 2026

Document Review schedule:

Next Mandatory Review by	March 2027

Version	**Issue Date**	**Document ID**	**Reason for Change**	**Section changed**
1	10 March 2026	GDPR0	Revised Policy – Assertion 10 2025/26	Major Review

Data Protection Policy

1. Introduction

Barlaston Parish Council recognises its responsibilities under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.
This policy sets out how the Council manages personal data in a lawful, fair, and transparent manner and forms part of its overall governance framework.
The Council is committed to protecting the privacy and security of personal data held in the course of its functions.

2. Scope

This policy applies to all councillors, the Clerk, any staff, contractors, volunteers, and working groups handling Council data.
It covers all personal data processed by the Council, whether held electronically or in paper format.

3. Legal Framework

The Council processes personal data in accordance with UK GDPR, the Data Protection Act 2018, the Freedom of Information Act 2000, the Environmental Information Regulations 2004 (where applicable), and guidance issued by the Information Commissioner's Office (ICO).

4. Data Protection Principles

The Council adheres to the following principles when processing personal data:

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality
- Accountability

5. Roles and Responsibilities

The Council is the Data Controller and is ultimately responsible for compliance with data protection legislation.
The Clerk acts as the operational lead for data protection and is responsible for day-to-day data handling procedures, implementing Council policies, coordinating responses to data requests and breaches, and maintaining records to support compliance.
Councillors, staff, contractors, and volunteers must handle personal data securely, only access data necessary for their role, follow Council policies and procedures, and report any suspected data breaches promptly.

6. Processing of Personal Data

The Council processes personal data only where there is a lawful basis, including legal obligation, public task, legitimate interests, or consent where appropriate.

Personal data is collected for specified, explicit and legitimate purposes and is not further processed in a manner incompatible with those purposes. It is kept only for as long as necessary.
Retention periods are set out in the Council's Retention & Erasure Schedule.

7. Data Security

The Council takes appropriate technical and organisational measures to protect personal data. These include controlled access to records, secure storage of paper files, password protection and access controls for electronic systems, and restricting access to authorised personnel only.
Data is disposed of securely in accordance with the Retention & Erasure Schedule.

8. Data Subject Rights

Individuals have rights under data protection law including the right of access to their personal data, the right to rectification, the right to erasure (where applicable), the right to restrict processing, the right to object to processing, and the right to data portability in certain circumstances.
Requests will be handled in accordance with Council procedures and within statutory timeframes.

9. Data Sharing

Personal data may be shared where there is a lawful basis to do so, where it is necessary for the performance of Council functions, or where required by law.
The Council ensures appropriate safeguards are in place when sharing data with third parties.

10. Data Breach Management

Any suspected personal data breach must be reported immediately to the Clerk. Breaches will be assessed to determine risk, recorded, and reported to the Information Commissioner's Office where required. Where necessary, affected individuals will be informed without undue delay.

11. Privacy and Transparency

The Council provides privacy information explaining what data is collected, how it is used, the legal basis for processing, retention periods, and the rights of individuals. This information is made available through privacy notices and the Council's website.

12. Records Management

The Council maintains a structured approach to records management. Retention, review, and secure disposal of records are governed by the Retention & Erasure Schedule, which forms part of the Council's data protection framework.

13. Publication and Information Access

The Council operates a Model Publication Scheme under the Freedom of Information Act 2000, setting out information routinely published, how it can be accessed, and any applicable charges.
Requests for information not covered by the Publication Scheme will be handled under the Freedom of Information Act or Environmental Information Regulations as appropriate.

14. Training and Awareness

Councillors and staff are expected to understand their responsibilities under data protection law, follow Council procedures, and seek guidance where needed.

15. Monitoring and Review

This policy will be reviewed periodically and updated where necessary to reflect legislative or operational changes. Any amendments will be approved by the Council.

16. Related Documents

This policy should be read in conjunction with the Retention & Erasure Schedule, Model Publication Scheme, Privacy Notices, Standing Orders, Financial Regulations, Complaints Procedure, and any relevant information security practices.

17. Approval

This policy is adopted by Barlaston Parish Council and will remain in force until reviewed and updated.

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Chairman Date: 10 March 2026