



## Kingsmead Parish Council – Data Protection Policy

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### 1. Purpose of this Policy

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

### 2. Scope

This policy applies to all personal data processed by the Council and covers:

- Councillors
- Employees
- Volunteers
- Contractors and service providers acting on behalf of the Council

It applies to all formats, including paper files, emails, digital systems, website forms, and CCTV (if used).

### 3. Data Protection Principles

Kingsmead Parish Council will ensure that all 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 for as long as necessary
- Handled securely

### 4. Lawful Bases for Processing

The Council processes personal data under one or more of the following lawful bases:

- Public task – carrying out Council duties and statutory functions
- Legal obligation – compliance with legislation
- Contract – where data is required to deliver a service
- Consent – freely given and withdrawable at any time
- Legitimate interests – where appropriate and proportionate

Special category data will only be processed where an additional lawful condition applies.

### 5. Types of Personal Data Processed

Kingsmead Parish Council may process:

- Names, addresses, email addresses, telephone numbers
- Correspondence from residents and stakeholders



- Planning application comments submitted to the Council
- Allotment tenancy information (if applicable)
- Employee and councillor records
- Supplier and contractor details
- Website enquiries and online form submissions
- CCTV images (if installed in the parish)

The Council does not routinely process children's data unless required for a specific service or event.

## 6. Rights of Individuals

Residents and other data subjects have the right to:

- Access their personal data
- Request correction of inaccurate data
- Request erasure (where applicable)
- Restrict processing
- Object to processing
- Request data portability (where applicable)
- Withdraw consent at any time

Requests will be acknowledged promptly and completed within one month, unless an exemption applies.

## 7. Data Retention

The Council follows the NALC/SLCC Local Council Retention Schedule.

## 8. Data Security

Kingsmead Parish Council will ensure that:

- Council devices are password-protected
- Personal data is stored securely and accessed only when necessary
- Paper records are kept in locked storage
- Emails containing personal data are handled with care
- Regular backups are maintained
- Councillors using personal devices for council work follow the same security standards

## 9. Sharing Personal Data

Personal data may be shared with:

- Statutory bodies (e.g., HMRC, ICO, Cheshire West & Chester Council)
- Contractors working on behalf of the Council
- Other authorities where legally required

The Council will never sell personal data or share it for marketing purposes.



## 10. Data Breaches

A data breach includes loss, theft, unauthorised access, or accidental disclosure.

The Council will:

- Record all breaches
- Assess the level of risk
- Report serious breaches to the Information Commissioner's Office within 72 hours
- Notify affected individuals where required

## 11. Policy Review

This policy will be reviewed annually or sooner if legislation or Council operations change.