



DATA PROTECTION POLICY

Adopted 10 September 2025

Item 81/25

Aldbourn Parish Council recognises its responsibility to comply with the General Data Protection Regulations (GDPR) 2018, which regulates the use of personal data. This does not have to be sensitive data; it can be as little as a name and address.

Aldbourn Parish Council is registered with the Information Commissioner's Office as a Data Controller.

It is the policy of the Parish Council to comply with the eight principles of Data Protection as set out below.

1. Data must be obtained fairly and lawfully

Information should be 'fairly processed' i.e. when information is collected. The Parish Council should be honest and open about why the information is required.

2. Data must be held only for the specific and lawful purposes and not processed in any matter incompatible with those purposes

The Parish Council must have a legitimate reason for processing the data. It will explain (in most case in writing) that the request is from the Parish Council and what the Parish Council intends to use the information for and to whom the Parish Council intends to give the personal data to. This may be a specific third party, or may be a more general description such as "other Councils, etc.

3. Data must be relevant, adequate and not excessive for those purposes

The Parish Council will monitor the quantities of data held and ensure that they hold neither too much nor too little. The Parish Council will only hold the data that is needed.

4. Data must be accurate and where necessary kept up to date

All personal data should be accurate, and it will be corrected if it is not.

5. Data must not be kept for longer than necessary

Only in exceptional circumstances should data be kept indefinitely. The Parish Council has a system of removal of different categories of data from its records after a certain period. For instance, when the information is no longer required for audit purposes. Data no longer needed will be shredded or securely disposed of.

6. Data is processed in accordance with the rights of individuals

Individuals must be informed, upon request, of all the information held about them. They can prevent the processing of data for direct marketing purposes.

7. Security precautions in place to prevent the loss, destruction or unauthorised disclosure of data

The Parish Council will ensure that there is adequate security for the data, taking into account the nature of the data and the harm to the data subject which could arise from disclosure or loss of data. A system of passwords is used to ensure that only staff or members who are authorised can gain access to personal data.

If a data breach is identified the ICO must be informed, and an investigation will be conducted.

8. Not to transfer data outside the European Economic Area, unless you are satisfied that the country in question can provide an adequate level of security for that data.

The Parish Council is unlikely to have a requirement to transfer data overseas.

The Act defines eight categories of sensitive personal data. There are:-

- the racial or ethnic origin of data subjects;
- their political opinions;
- their religious beliefs or other beliefs of a similar nature;
- whether they are a member of a trade union;
- their physical or mental health or condition;
- their sexual life;
- the commission or alleged commission by them of any offence, or;
- any proceedings for any offence committed or alleged to have been committed by them, the disposal of such proceedings or the sentence of any court of such proceedings.

The Parish Council does not hold such information and is unlikely to request it.

Subject Access Requests

All Subject Access Requests (SAR) will be dealt with promptly and in any case, within one month of the date of receipt. If further information is required from the subject to complete the request, the calendar month will commence when this further information is received.

In response to a SAR, individuals are entitled to a copy of the information held about them, both on computer and as part of a relevant filing system. They also have the right to receive a description of why their information is processed, any it may be disclosed to and any information available to the parish Council about the source of the data.

If an individual requests that their data is rectified or erased, every attempt will be made to carry this out, where it is legally permissible to do so

Review and Audit

This Policy will be reviewed every three years or earlier if there are any changes in legislation.

Next Review Date: September 2028