



DATA PROTECTION POLICY

1. Introduction

This Data Protection Policy sets out how Ballingham Bolstone & Hentland Group Parish Council Parish Council ("the Council") collects, uses, stores, shares, and protects personal data. The Council is committed to complying with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and all other relevant legislation.

The Council is a data controller and is responsible for ensuring that personal data is processed lawfully, fairly, and transparently.

The Council is exempt from requiring an internal DPO but will outsource the requirement if needed. The Clerk will act as the contact for any DPO related issues.

2. Purpose of the Policy

The purpose of this policy is to:

- Protect the rights and privacy of individuals whose data is held by the Council.
- Ensure compliance with data protection law.
- Establish clear responsibilities for councillors, employees, volunteers, and contractors.
- Provide transparency on how personal data is handled.

3. Scope

This policy applies to:

- All councillors and employees of the Council.
- Any volunteers, contractors, or third parties working on behalf of the Council.
- All personal data that the Council processes in any format, including electronic, paper, audio, and visual records.

4. What Is Personal Data?

Personal data is any information relating to an identified or identifiable individual. Examples include:

- Names, addresses, email addresses, and phone numbers
- Photographs and CCTV images
- Bank details
- Correspondence from residents
- Employment-related information



Special category data (e.g., health information, political opinions, religious beliefs) requires additional protection.

5. Data Protection Principles

The Council will ensure that personal data is:

- Processed lawfully, fairly, and transparently
- Collected for specific, explicit, and legitimate purposes
- Adequate, relevant, and limited to what is necessary
- Accurate and kept up to date
- Kept only for as long as necessary
- Processed securely
- Lawful Bases for Processing
- The Council will process personal data only where at least one lawful basis applies, including:
 - Public task (for carrying out statutory duties and functions)
 - Legal obligation
 - Contract
 - Consent (for activities not covered by statutory functions)
 - Legitimate interests (only where appropriate for non-statutory activities)

Special category data will be processed only under additional lawful conditions.

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7. Rights of Individuals (Data Subjects)

Individuals have the following rights regarding their personal data:

- Right to be informed
- Right of access (Subject Access Request)
- Right to rectification
- Right to erasure (where applicable)



- Right to restrict processing
- Right to data portability
- Right to object
- Rights in relation to automated decision-making

Requests will be responded to within one month unless an extension is permitted by law.

8. Data Collection and Use

The Council collects and uses personal data for purposes including:

- Managing Council meetings, public consultations, and statutory notices
- Responding to enquiries from residents
- Administering finances, grants, contracts, and assets
- Maintaining employment and personnel records
- Operating CCTV, websites, and mailing lists

Personal data will be used only for the purpose for which it was collected unless another lawful basis applies.

Date: _____

Signature: _____

Role: _____