Collingbourne Kingston
Parish Council

GDPR Data Policy

01/02/2025 -Data Policy-05

GDPR Data Policy

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Issue State			
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Note:
This is the controlled version of the GDPR Data Policy document which is intended to be viewed on the Collingbourne Kingston Parish Council website (www.collingbournekingston.org.uk).

For further details or information concerning this document please contact the Parish Clerk on clerk@collingbournekingston.org.uk

Definitions

Parish Council	**Means Collingbourne Kingston Council**
GDPR	**Means the General Data Protection Regulation**
Responsible Person	**Means the Chairman Collingbourne Kingston Parish Council**
Register of systems	**Means a register of all systems or contexts in which personal data is processed by the Parish Council**

1. Data protection principles

The Parish Council is committed to processing data in accordance with its responsibilities under the GDPR.

Article 5 of the GDPR requires that personal data shall be:

a. processed lawfully, fairly and in a transparent manner in relation to individuals,
b. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes, further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
c. adequate, relevant, and limited to what is necessary in relation to the purposes for which they are processed,
d. accurate and, where necessary, kept up to date, every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay,
e. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed, personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals, and
f. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures."

2. General provisions

a. This policy applies to all personal data processed by the Parish Council.
b. The Responsible Person shall take responsibility for the Parish Council's ongoing compliance with this policy.
c. This policy shall be reviewed at least annually.

3. Lawful, fair, and transparent processing

a. To ensure its processing of data is lawful, fair, and transparent, the Parish Council shall maintain a Register of Systems.
b. The Register of Systems shall be reviewed at least annually.
c. Individuals have the right to access their personal data and any such requests made to the Parish Council shall be dealt with in a timely manner.

4. Lawful purposes

a. All data processed by the Parish Council must be done on one of the following lawful bases: consent, contract, legal obligation, vital interests, public task, or legitimate interests (see ICO guidance for more information).
b. The Parish Council shall note the appropriate lawful basis in the Register of Systems. Where consent is relied upon as a lawful basis for processing data, evidence of opt-in consent shall be kept with the personal data.
c. Where communications are sent to individuals based on their consent, the option for the individual to revoke their consent should be clearly available and systems should be in place to ensure such revocation is reflected accurately in the Parish Council's systems.

5. Data minimisation

a. The Parish Council shall ensure that personal data are adequate, relevant, and limited to what is necessary in relation to the purposes for which they are processed.

6. Accuracy

a. The Parish Council shall take reasonable steps to ensure personal data is accurate.
b. Where necessary for the lawful basis on which data is processed, steps shall be put in place to ensure that personal data is kept up to date.

7. **Archiving/Removal**

a. To ensure that personal data is kept for no longer than necessary, the Parish Council shall put in
place an archiving policy for each area in which personal data is processed and review this process annually.
b. The archiving policy shall consider what data should/must be retained, for how long, and why.

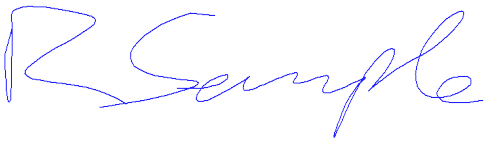
8. Security

a. The Parish Council shall ensure that personal data is stored securely using modem software that is kept up to date.
b. Access to personal data shall be limited to personnel who need access and appropriate security should be in place to avoid unauthorised sharing of information.
c. When personal data is deleted this should be done safely such that the data is irrecoverable.
d. Appropriate back-up and disaster recovery solutions shall be in place.

9. Breach

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of or access to, personal data, the Parish Council shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO (more information on the ICO website).

END OF POLICY



12/02/25