

## **General Data Protection Regulations (GDPR) Information and Data Protection Policy**

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| <b>Status</b>           | Adopted                       |
| <b>Adoption date</b>    | 07.09.26                      |
| <b>Minute reference</b> | 09/2026 – 13                  |
| <b>Review period</b>    | Every two years from adoption |

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Clerk to the Parish Council

## 1. Introduction

Little Clacton Parish Council ("the Council") is committed to protecting personal data and handling it responsibly in accordance with:

- The UK General Data Protection Regulation (UK GDPR)
- The Data Protection Act 2018

The Council is registered as a data controller with the Information Commissioner's Office (ICO).

## 2. Scope

This policy applies to:

- The Clerk
- Parish Councillors
- Volunteers (if applicable)
- Members of the public
- Contractors and suppliers

It covers all personal data held electronically (email, computer files, cloud storage) and in paper format.

## 3. Data Protection Principles

The Council adheres to the UK GDPR principles. Personal data will be:

1. Processed lawfully, fairly and transparently
2. Collected for specified and legitimate purposes
3. Limited to what is necessary
4. Accurate and kept up to date
5. Retained only as long as necessary
6. Kept secure
7. Processed in a way that demonstrates accountability

## 4. Lawful Bases for Processing

The Council processes personal data under the following lawful bases:

- Public Task – Carrying out official parish council functions
- Legal Obligation – Complying with statutory duties
- Contract – Employment, allotment, or supplier agreements
- Consent – Where required (e.g. email updates)
- Legitimate Interests – Where appropriate and balanced

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Special category data (e.g. health information) is only processed where lawful and necessary.

### **5. Personal Data the Council May Process**

Due to its size and functions, the Council typically processes:

- Names, addresses, email addresses and telephone numbers
- Correspondence and complaint records
- Grant application information
- Supplier contact details and payment information
- Clerk employment and payroll records

The Council does not routinely process large volumes of sensitive personal data.

### **6. Data Collection**

Personal data is collected:

- Directly from individuals (email, forms, letters, meetings)
- Through the Council website
- Via statutory processes
- From contractors or other public authorities where necessary

### **7. Data Sharing**

Personal data may be shared only where necessary with:

- District or County Councils
- Government bodies
- Professional advisers (e.g. auditor, payroll provider, insurer)
- Law enforcement agencies

### **8. Data Security**

Given the Council has only one employee, responsibility for data security rests with the Clerk.

The Council ensures:

- Password-protected devices
- Secure email systems
- Locked storage for paper files
- Regular backups
- Limited access to personal data (only where necessary)

Any personal data breach will be assessed and, where required, reported to the Information Commissioner's Office within 72 hours.

## 9. Data Retention

The Council retains data only as long as necessary and in line with recommended local council retention guidelines.

Paper records are securely shredded. Electronic data is permanently deleted when no longer required.

## 10. Individual Rights

Individuals have the right to:

- Request access to their personal data
- Request correction of inaccurate data
- Request erasure (where applicable)
- Object to processing
- Request restriction of processing
- Lodge a complaint with the Information Commissioner's Office

Requests must be made in writing and will be responded to within one month.

Contact: The Clerk

Clerk to Little Clacton Parish Council

Little Clacton Parish Council, Parish Office, Youth and Community Building, Plough Corner, Harwich Road, Little Clacton, Essex CO169ND

[clerk@littleclactonparishcouncil.gov.uk](mailto:clerk@littleclactonparishcouncil.gov.uk)

## 11. Responsibility

The Clerk is responsible for:

- Maintaining compliance
- Responding to Subject Access Requests
- Managing data breaches
- Ensuring councillors understand their data protection responsibilities

Councillors must:

- Use council email accounts where provided
- Keep personal data secure
- Not retain personal data longer than necessary