



DATA PROTECTION POLICY

Adopted:

Minute ref:

1. Introduction

Salehurst & Robertsbridge Parish Council (“the Council”) is committed to protecting the personal data it holds and processes. This policy explains how the Council complies with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The Council processes personal data relating to residents, councillors, employees, contractors, volunteers, and service users. This policy applies to all councillors, employees, and volunteers who handle personal data on behalf of the Council.

2. Purpose of This Policy

- To ensure the Council handles personal data lawfully, fairly, and transparently.
- To protect the rights of individuals whose data the Council holds.
- To demonstrate compliance with data protection legislation.
- To reduce the risk of data breaches and associated harm.

3. Roles and Responsibilities

- **The Clerk** is the Data Protection Lead and responsible for compliance.
- **Councillors and staff** must follow this policy and complete training where required.

4. Data Protection Principles

The Council adheres to the following principles. Personal data must be:

- 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.
- Kept no longer than necessary.
- Processed securely, protecting against loss, damage, or unauthorised access.

5. Lawful Basis for Processing

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

- **Public task** – performing tasks in the public interest.
- **Legal obligation** – complying with statutory duties.
- **Contract** – fulfilling contractual obligations.
- **Consent** – where freely given and recorded.
- **Legitimate interests** – where appropriate and balanced.

6. Types of Data the Council Holds

The Council may process:

- Contact details of Councillors, residents, local groups and organisations, suppliers, and contractors.
- Councillor and staff information (employment, training, payroll).
- Planning application comments.
- Cemetery Records – including death and burial records, purchasers of Exclusive Rights, family contacts regarding graves and memorials.
- Correspondence received by email, post, or web forms.
- CCTV images (if/when applicable).

7. Data Security

The Council will:

- Store digital data on password-protected devices.
- Keep paper records in locked storage.
- Restrict access to personal data to those who need it.
- Use secure email practices when sharing data.
- Regularly back up electronic data.
- Report any suspected data breach immediately to the Clerk.

8. Data Retention

The Council retains data only as long as necessary. More information can be found in the Council's Records Retention Policy.

9. Individual Rights

Individuals have the right to:

- Access their personal data
- Request correction or deletion
- Object to processing
- Restrict processing
- Withdraw consent (where consent is the lawful basis)

Requests must be submitted to the Clerk in writing and will be responded to within one month.

10. Sharing Data

Data will only be shared when lawful and necessary. The Council may share data with:

- Government bodies (e.g., Electoral Services)
- Contractors working on behalf of the Council
- Law enforcement agencies

11. Data Breaches

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

The Council will:

- Record all breaches
- Assess risk to individuals
- Report serious breaches to the ICO within 72 hours
- Notify affected individuals where required

12. Complaints

Salehurst and Robertsbridge Parish Council takes any complaints about the collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact the clerk by email at clerk@salehurstparishcouncil.gov.uk

Alternatively, you can make a complaint to the Information Commissioner's Office:

Report a concern online at [Make a complaint to the ICO](#)

Call 0303 123 1113 Or write to:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF

13. Review and Amendment

The Parish Council will periodically review and revise this policy in response to significant operational or legislative changes and/or guidance from the Information Commissioners Office.

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