

Cutcombe Parish Council

Data Protection Policy

Adopted 21/10/2025 minute item 25/122 iii)

Cutcombe Parish Council recognises its responsibility to comply with the Data Protection Act 1998 and the General Data Protection Regulation 2018. The act and regulation regulate the use of personal data, this does not have to be sensitive data, it can be as little as a name and address.

THE DATA PROTECTION ACT: The Data Protection Act 1998 sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how information can be collected, handled and used. The Data Protection Act applies to anyone holding information about people electronically or on paper.

THE GENERAL DATA PROTECTION REGULATION 2018: The General Data Protection Regulation 2018 says that information provided to people about how we process their personal data must be concise, transparent, intelligible and easily accessible, written in clear and plain language, particularly if addressed to a child and free of charge.

As a local authority Cutcombe Parish Council has procedures in place to ensure it complies with the Data Protection Act 1998 and the General Data Protection Regulation 2018 when holding personal information.

Cutcombe Parish Council has appointed the Clerk as the designated protection officer. The Clerk will receive training for this role, as required.

When dealing with personal data, Cutcombe Parish Council staff and Councillors must ensure that:

IT IS PROCESSED FAIRLY AND LAWFULLY – This means that information should only be collected from individuals if staff and Councillors have been open and honest about why they want the information.

IT IS PROCESSED FOR SPECIFIED PURPOSES ONLY; IT IS RELEVANT TO WHAT IT IS NEEDED FOR – Data will be monitored so that too much or too little is not kept; only data that is needed should be held.

IT IS ACCURATE AND UP TO DATE – Personal data should be accurate, if it is not, it should be corrected.

IT IS NOT KEPT LONGER THAT IT IS NEEDED; IT IS PROCESSED IN ACCORDANCE WITH THE RIGHTS OF INDIVIDUALS – This means that individuals must be informed, upon request, of all the information held about them.

IT IS KEPT SECURELY – This means that only staff and Councillors can access the data, it should be stored securely so it cannot be accessed by members of the public.

COLLECTING DATA

Cutcombe Parish Council recognises its responsibility to be open with people when taking personal details from them. This means that staff must be honest about why they want a piece of information. If, for example, a member of the public gives their phone number to staff or a member of Cutcombe Parish Council, this will only be used for the purpose it has been given and will not be disclosed to anyone else.

STORING AND ACCESSING DATA

Cutcombe Parish Council may hold information about individuals such as their addresses and telephone numbers. These are kept in a secure location at the Parish Clerk's address and are not available for the public to access. All data stored on a computer is password protected. Once data is not needed anymore, if it is out of date or has served its use, it will be shredded or deleted from the computer. The Parish Council is aware that people have the right to access any information that is held about them.

DISCLOSURE OF INFORMATION

If an elected member of the council, for example a councillor needs to access information to help carry out their duties, this is acceptable. They are only able to access as much information as necessary and it should only be used for that specific purpose.

CONFIDENTIALITY

Cutcombe Parish Council staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential. If a data breach is identified the ICO must be informed, and an investigation will be conducted.