

Preston Patrick Parish Council

Data Protection Policy

Reviewed and adopted on 26th May 2026

1. Purpose

This policy sets out how the Parish Council collects, uses, stores, and protects personal data in compliance with the UK GDPR and the Data Protection Act 2018.

2. Scope

This policy applies to all councillors, employees, volunteers, contractors, and all personal data processed by or on behalf of the Parish Council.

3. Data Protection Principles

Personal data must be processed lawfully, fairly, transparently, for specified purposes, be adequate and limited, accurate, retained only as necessary, and processed securely.

4. Roles and Responsibilities

The Council acts as Data Controller. The Clerk manages compliance. All users must follow this policy.

5. Lawful Basis for Processing

Includes public task, legal obligation, contract, consent, and legitimate interests (rarely used).

6. Data Subject Rights

Individuals may request access, rectification, erasure, restriction, objection, and portability.

7. Data Security

Data must be stored securely, access-limited, backed up, and protected with passwords and encryption.

8. Data Breaches

Breaches must be reported immediately. The Clerk investigates and notifies the ICO where required.

9. Retention and Disposal

Data is retained according to the retention schedule and disposed of securely.

10. Review

Reviewed every two years or sooner if required.