

## DATA PROTECTION POLICY

Holcot Parish Council recognises its responsibility to comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, which regulate the use of personal data. This applies to any information that identifies an individual, including name, address, email, or telephone number.

### Data Protection Principles

Holcot Parish Council will ensure that personal data is:

- Lawfulness, fairness and transparency: Processing must be lawful, fair, and transparent for individuals.
- Purpose limitation: Data should be collected for specific, legitimate purposes and not used for incompatible reasons.
- Data minimisation: Data collection and processing should be adequate, relevant, and limited to necessary information.
- Accuracy: Data must be accurate and kept up to date, with inaccurate data erased or corrected promptly.
- Storage limitation: Data should only be kept as long as necessary for the processing purposes.
- Integrity and confidentiality (security): Data must be processed securely, protecting against unauthorized processing, loss, or damage through technical or organizational measures.
- Accountability: The parish council is responsible for and must be able to prove compliance with these principles.

### Storing and Accessing Data

- Personal data is stored securely by the Clerk and not available for public access.
- Data no longer needed will be securely shredded or deleted according to the Council's Records Retention Policy.
- Individuals have the right to access their personal data through a Subject Access Request (SAR).

### Subject Access Requests

- Requests can be made in writing (letter, email).
- The Council must respond within one calendar month.
- Responses include the purpose, categories, recipients, retention period, and rights of the data subject.
- Redaction of third-party data is mandatory.

## Confidentiality

- Complaints, queries, and personal data must remain confidential unless the individual consents to disclosure.

## Data Breaches

- Any suspected breach must be reported immediately to the Clerk.
- The ICO will be notified within 72 hours if required.

## Responsibilities

- Holcot Parish Council is the Data Controller.
- The Clerk is responsible for day-to-day GDPR compliance.
- All councillors and staff must follow this policy.

<b>Approved by Holcot Parish Council:</b> <i>Signed Copy Held By Clerk</i>		
<b>Signature of Chair</b>		<b>Date: 19<sup>th</sup> January 2026</b>
<b>Signature of Clerk</b>		<b>Date: 19<sup>th</sup> January 2026</b>

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