



Data Protection Policy

1. Introduction

Milton Malsor Parish Council recognises its responsibility to comply with the requirements of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

These regulations govern how organisations collect, store, process and share personal data. Personal data refers to any information that can identify an individual, either directly or indirectly. This may include, but is not limited to, names, addresses, email addresses, telephone numbers and other identifying details.

Milton Malsor Parish Council is registered with the Information Commissioner's Office (ICO) and acts as the Data Controller for the personal data it processes.

The Council is committed to ensuring that personal data is handled lawfully, fairly and transparently, and that individuals' rights are protected.

The Parish Clerk is responsible for overseeing data protection compliance within Milton Malsor Parish Council.

Any queries relating to this policy, personal data held by the Council, or requests to exercise individual rights should be directed to the Parish Clerk.

2. Data Protection Principles

In accordance with the UK GDPR, Milton Malsor Parish Council will ensure that personal data is:

- 1. Processed lawfully, fairly and transparently**
Personal data will only be collected and used where there is a lawful basis to do so, and individuals will be informed about how their information is used.
- 2. Collected for specified, explicit and legitimate purposes**
Personal data will only be collected for clearly defined purposes and will not be used for purposes that are incompatible with those purposes.
- 3. Adequate, relevant and limited to what is necessary**
Only the personal data necessary for the intended purpose will be collected and processed.
- 4. Accurate and kept up to date**
The Council will take reasonable steps to ensure that personal data is accurate and, where necessary, kept up to date. Incorrect data will be corrected or deleted.
- 5. Kept for no longer than necessary**
Personal data will only be retained for as long as required in accordance with the Council's Document Retention Policy and legal obligations.
- 6. Processed securely**
Appropriate technical and organisational measures will be in place to protect personal data against unauthorised or unlawful processing, accidental loss,

destruction or damage.

3. Lawful Basis for Processing

Milton Malsor Parish Council processes personal data under one or more of the following lawful bases:

- **Public task** – where processing is necessary for the Council to perform its statutory functions and duties.
- **Legal obligation** – where processing is required to comply with legal requirements.
- **Consent** – where individuals have given clear consent for their personal data to be used for a specific purpose.
- **Legitimate interests** – where processing is necessary for legitimate activities and does not override individuals' rights.

4. Collection and Storage of Personal Data

The Council may collect and hold personal information such as names, addresses, email addresses and telephone numbers for the purposes of carrying out its functions and services.

Personal data may be held:

- electronically on secure council computer systems
- in paper records stored securely at the Council Office

Access to personal data is restricted to authorised councillors and staff who require it to perform their duties.

Electronic data will be protected through appropriate security measures such as password protection and secure systems. Paper records containing personal information will be stored securely and accessed only when necessary.

When personal data is no longer required and the minimum retention period has expired, it will be securely destroyed or permanently deleted.

5. Data Sharing

The Council will not share personal data with third parties unless there is a lawful basis to do so. Personal data may be shared where necessary with:

- government authorities
- regulatory bodies
- professional advisers
- contractors providing services to the Council

Any third party receiving personal data from the Council will be required to handle the information securely and in accordance with data protection legislation.

6. Individual Rights

Under the UK GDPR, individuals have the following rights in relation to their personal data:

- The right to be informed about how their data is used
- The right to access personal data held about them
- The right to have inaccurate data corrected
- The right to request erasure of data in certain circumstances
- The right to request restriction of processing
- The right to object to processing where applicable

Requests relating to these rights will be handled in accordance with data protection legislation.

7. Subject Access Requests

Individuals have the right to request access to personal data held about them by the Council.

This is known as a **Subject Access Request (SAR)**.

Requests may be made verbally or in writing, including by email or other written communication.

The Council will respond to Subject Access Requests within one month of receipt, unless the request is complex or numerous, in which case an extension may apply as permitted by law.

Where a request includes personal data relating to other individuals, the Council will take appropriate steps to protect the privacy of those individuals. This may include redacting information or seeking consent before disclosure.

In most cases, requests will be provided free of charge.

If an individual is unhappy with how the Council has handled their personal data, they should first contact the Parish Clerk so the matter can be resolved.

If the individual remains dissatisfied, they have the right to lodge a complaint with the Information Commissioner's Office.

8. Data Security

Milton Malsor Parish Council takes appropriate measures to ensure the security of personal data. These measures include:

- password protection for electronic systems
- restricted access to personal data
- secure storage of paper records
- secure disposal of confidential information

Councillors and staff must take reasonable precautions to prevent unauthorised access, loss or misuse of personal information.

Electronic Communication and Data Sharing

Councillors and staff should only share personal data where it is necessary for council business.

Personal information should not be forwarded unnecessarily and must not be shared using personal email accounts unless appropriate security measures are in place.

9. Data Breaches

A personal data breach occurs when personal data is lost, destroyed, disclosed or accessed without authorisation.

Any suspected data breach must be reported to the Clerk immediately. The Council will investigate the breach and take appropriate action.

Where required by law, breaches will be reported to the Information Commissioner's Office within the required timeframes.

10. Confidentiality

Councillors and staff must treat all personal information as confidential. Personal data obtained during the course of council duties must not be disclosed to unauthorised persons. Confidential matters discussed in complaints, correspondence or council business must be handled appropriately and only shared where necessary and lawful.

11. Review of Policy

This policy will be reviewed periodically to ensure it remains up to date and compliant with relevant legislation.

Reviewed by Milton Malsor Parish Council: March 2026

Adopted by Milton Malsor Parish Council: April 2026

Next Review Date: March 2028