



Data Protection Policy

Version: 1.0

Date Adopted: Trialled 2025 -2026. Final version approved 13/04/2026.

Review Date: 12/04/2027

Responsible Officer: Clerk to the Council

1. Purpose

Davenham & Bostock Parish Council is committed to protecting the rights and privacy of individuals in accordance with data protection legislation.

This policy sets out how the Council collects, uses, stores, and protects personal data.

2. Scope

This policy applies to:

- All councillors
- Council employees
- Contractors and volunteers handling personal data on behalf of the Council

It covers all personal data processed by the Council, regardless of format.

3. Definitions

Personal Data: Information relating to an identifiable individual (e.g. name, address, email).

Processing: Any operation performed on personal data (e.g. collection, storage, use, sharing, deletion).

Data Subject: The individual whose data is being processed.

4. Data Protection Principles

The Council will comply with the following principles:



- Lawfulness, fairness and transparency
 - Purpose limitation
 - Data minimisation
 - Accuracy
 - Storage limitation
 - Integrity and confidentiality (security)
 - Accountability
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5. Lawful Basis for Processing

The Council will only process personal data where there is a lawful basis, including:

- Legal obligation
- Public task
- Consent (where applicable)

The lawful basis will be identified before processing begins.

6. Roles and Responsibilities

6.1 The Council

- Ensures compliance with data protection legislation

6.2 The Clerk (Data Protection Lead)

- Oversees data protection compliance
- Maintains records of processing activities
- Acts as first point of contact for data protection matters

6.3 Councillors and Staff

- Must handle personal data in accordance with this policy
- Must report data breaches immediately

The Council will:

- Only collect data necessary for its functions
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- Inform individuals how their data will be used
 - Ensure data is used only for its intended purpose
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8. Data Storage and Security

- Personal data must be stored securely (e.g. within approved systems such as council email accounts)
 - Access must be restricted to authorised individuals
 - Devices must be password protected
 - Sensitive data must be protected appropriately (e.g. password-protected files)
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9. Data Sharing

The Council may share data:

- Where required by law
- With authorised partners where necessary for council functions

The Council will not share personal data unnecessarily or without appropriate safeguards.

10. Data Retention

- Personal data will not be kept longer than necessary
 - Retention periods will be defined in the Council's retention schedule
 - Data will be securely deleted or destroyed when no longer required
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11. Individual Rights

Individuals have the right to:

- Access their personal data
 - Request correction of inaccurate data
 - Request erasure (where applicable)
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- Restrict or object to processing

Requests must be submitted to the Clerk and will be handled within statutory timeframes.

12. Data Breaches

A data breach includes:

- Loss of personal data
- Unauthorised access or disclosure

All breaches must be reported immediately to the Clerk.

The Clerk will:

- Assess the breach
 - Take appropriate action
 - Report to the relevant authority where required
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13. Training and Awareness

The Council will ensure that councillors and staff receive appropriate data protection guidance and training.

14. Complaints

Concerns about data handling should be raised with the Clerk in the first instance.

Individuals also have the right to complain to the Information Commissioner's Office (ICO).

15. Review

This policy will be reviewed annually or when legislation changes.



Davenham & Bostock Parish Council

Version Control

Version Date	Changes	Approved By
1.0	13/04/2026 Initial version	Davenham & Bostock Parish Council