

Great Ellingham Parish Council GDPR Policy

1. Introduction

This policy explains how Great Ellingham Parish Council ("the Council") collects, uses, stores, and shares personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. The Council is committed to protecting the privacy and rights of individuals and ensuring that personal data is handled lawfully, transparently, and securely.

2. Data Controller

The Council is the data controller for the personal information it processes. The contact details for the Council are:

Mrs E Tinsley

Orchard View, Heywood Road, Shelfanger, Diss IP22 2DJ

Telephone 01379 644727

Email gepcclerk@gmail.com

3. Lawful Basis for Processing

The Council processes personal data under the following lawful bases:

- Public task: Most of the Council's processing is carried out to perform its statutory duties.
- Consent: In limited cases, the Council may rely on consent, which individuals have the right to withdraw at any time.
- Legal obligation: To comply with legal or regulatory requirements.
- Contract: Where the Council enters into a contract with a supplier or service user.

4. Categories of Personal Data Collected

The Council may collect and process the following categories of personal data:

- Names, addresses, phone numbers, and email addresses
- Photographs (e.g., for publicity or event purposes)
- Correspondence, including emails and letters
- Financial details (e.g., for payments or grants)
- Minutes and agendas that may contain personal data

4. How Personal Data is Collected

Personal data may be collected through:

- Correspondence with residents
- Forms (online or paper)
- Public meetings and consultations
- Emails, phone calls, or in-person meetings

6. How Personal Data is Used

The Council may use personal data for the following purposes:

- To respond to enquiries and correspondence
- To manage council services, activities, and facilities
- To comply with legal and regulatory obligations
- To publish agendas and minutes (where necessary)
- To manage finances and administer grants or contracts

7. Sharing of Personal Data

The Council only shares personal data when necessary and with appropriate safeguards. Examples include:

- With contractors or service providers working on behalf of the Council
 - With statutory bodies or regulators (e.g., the Information Commissioner's Office)
 - With the public, where data is lawfully included in meeting minutes or planning applications
- Personal data will not be sold or used for marketing purposes without explicit consent.

8. Data Retention

Personal data is retained only for as long as necessary to fulfil its purpose or meet legal obligations. A retention schedule is maintained by the Council and reviewed regularly.

9. Security

The Council takes appropriate technical and organisational measures to protect personal data. This includes:

- Secure storage of electronic and paper records
- Password protection and access controls
- Regular backups and updates to systems
- Confidentiality agreements for staff and councillors

10. Rights of Individuals

Individuals have the following rights regarding their personal data:

- The right to be informed
- The right of access to their data
- The right to rectification of inaccurate data
- The right to erasure (in certain circumstances)
- The right to restrict processing
- The right to data portability (where applicable)
- The right to object
- Rights in relation to automated decision-making (not currently used by the Council) Requests to exercise these rights can be made to the Parish Clerk.

11. Data Breaches

In the event of a data breach, the Council will assess the risk to individuals and notify the Information Commissioner's Office (ICO) and affected individuals where required.

12. Review and Amendments

This policy will be reviewed annually or when significant changes occur in data protection law or council activities.

13. Contact and Complaints

Questions, concerns, or complaints about data protection should be directed to the Parish Clerk. If you are not satisfied with the Council's response, you may contact the ICO:

Information Commissioner's Office (ICO)

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113

Website: <https://ico.org.uk>

Adopted by Great Ellingham Parish Council on 21 May 2025

Review Date: May 2026