

Data Protection Policy – March 2026

BUCKLESHAM PARISH COUNCIL

Ruth Johnson
CLERK, BUCKLESHAM PARISH COUNCIL

Purpose

Bucklesham Parish Council is committed to protecting the personal data it processes and to complying with the requirements of the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, the Annual Governance and Accountability Return Assertion 10: Digital and Data Compliance, and relevant guidance from the Information Commissioner's Office (ICO).

This Policy sets out the Council's approach to data protection, its legal responsibilities, and the arrangements in place to ensure personal data is processed lawfully, fairly, and securely.

Scope

This Policy applies to all personal data processed by the Council, whether relating to service users, staff, councillors, contractors, volunteers, or members of the public. It applies to data held in any format, including paper records and electronic systems.

Roles and Responsibilities

The Parish Council Clerk is responsible for overseeing data protection compliance and advising the Council on its obligations.

Councillors, Officers, and Contractors: All individuals handling personal data on behalf of the Council are responsible for complying with this Policy.

As of 2025, parish and town councils are exempt from the legal requirement to appoint a Data Protection Officer (DPO) under Section 7 of the Data Protection Act 2018. However, the Council may appoint a DPO as good practice. If appointed, the DPO will advise on data protection obligations, monitor compliance, and act as the contact point for the ICO.

Data Protection Principles

The Council processes personal data in accordance with the principles of UK GDPR. Personal data shall be:

- processed lawfully, fairly and transparently;
- collected for specified, explicit and legitimate purposes;

- adequate, relevant and limited to what is necessary;
- accurate and kept up to date;
- kept no longer than necessary;
- processed securely, using appropriate technical and organisational measures.

Lawful Bases for Processing

The Council will only process personal data where it has a lawful basis under Article 6 of UK GDPR, most commonly:

- compliance with a legal obligation;
- performance of a task carried out in the public interest or in the exercise of official authority;
- performance of a contract;
- legitimate interests, where applicable and proportionate.

Special category personal data will only be processed in accordance with Article 9 of UK GDPR and relevant statutory conditions.

Individual Rights

The Council recognises and upholds the rights of individuals under UK GDPR, including the rights of access, rectification, erasure, restriction, objection, and data portability, subject to lawful exemptions. Requests to exercise these rights will be handled in accordance with the Council's Subject Access Request Policy.

Records, Security and Training

The Council maintains a record of its processing activities and a personal data audit. Appropriate security measures, staff training, and policies are in place to safeguard personal data.

Data Breaches

Personal data breaches will be managed in accordance with the Council's Data Breach Policy.

Adopted by the Parish Council at a meeting on: *11th March 2026*

Signed:

Ruth Johnson

Ruth Johnson
Clerk

Clive Lenton

Clive Lenton
Chair

Version Control

Date	Details	Next Review
11th March 2026	First Publication	September 2027
September 2027	Annual Review	