

Topcliffe Parish Council

Data Protection Policy

Adopted: 18th December 2025

Reviewed 7th May 2026

Review Date: 31st May 2027

This policy is based on the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 and replaces previous policies based on the Data Protection Act 1998.

1. Introduction

Topcliffe Parish Council is committed to protecting the privacy and security of personal data. This policy explains how the Council collects, uses, stores, and protects personal data in accordance with data protection legislation.

2. Data Controller

Topcliffe Parish Council is the Data Controller and is responsible for determining how and why personal data is processed.

3. Lawful Basis for Processing

The Council processes personal data under one or more lawful bases defined in Article 6 of the UK GDPR, including legal obligation, public task, contract, consent, and legitimate interests where appropriate.

4. Data Protection Principles

The Council complies with the data protection principles. 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 for no longer than necessary;
- processed securely.

5. Data Collection

Personal data may be collected verbally, in writing, electronically or via forms. Individuals shall be informed why data is required, how it will be used, and with whom it may be shared.

6. Data Storage and Security

Personal data is stored securely, whether in paper or electronic form, and accessed only by authorised persons. Appropriate technical and organisational measures are in place to protect data against loss, misuse or unauthorised access.

7. Data Retention

Personal data shall be retained only for as long as necessary, in accordance with the Council's retention schedule, and securely destroyed when no longer required.

8. Data Subject Rights

Individuals have the right to access their data, request rectification or erasure, restrict processing, object to processing, and lodge a complaint with the Information Commissioner's Office (ICO).

9. Data Sharing and Disclosure

The Council may share personal data with other authorities, regulators, or contractors where legally required or necessary to deliver Council services. Data will not be shared unlawfully.

10. Data Breaches

Any personal data breach shall be reported promptly to the Clerk. The Council will assess the risk and report to the ICO and affected individuals where required.

11. Responsibilities

The Clerk acts as the Council's lead officer for data protection. Councillors and staff must comply with this policy and receive appropriate training.

12. Review

This policy shall be reviewed at least every two years, or sooner if legislation or guidance changes.