



Longwick-cum-Ilmer
Parish Council

Longwick cum Ilmer Parish Council Information & Data Protection Policy

Introduction

In order to conduct its business, services and duties, the Parish Council processes a wide range of data, relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked up.
- Confidential information about other organisations because of commercial sensitivity.
- Personal data concerning its current, past and potential employees, Councillors, and volunteers.
- Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

The Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

The Parish Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office.

The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the Parish communities.

Protecting Confidential or Sensitive Information

The Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

The General Data Protection Regulations (UK GDPR AND THE DATA PROTECTION ACT 2018) which became law on 25th May 2018 seeks to strike a balance between the rights of individuals and the sometimes, competing interests of those such as the Parish Council with legitimate reasons for using personal information.

The policy is based on the premise that Personal Data must be:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed securely,, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Data Protection Terminology

Data subject: The individual whose personal data is being processed. This could be an employee, prospective employee, associate, or anyone transacting with the Parish Council.

Personal data: Any information relating to a natural person or data subject that can be used to identify them directly or indirectly, including names, photos, addresses, email addresses, bank details, social media posts, and IP addresses.

Sensitive personal data: Information about racial or ethnic origin, political opinions, religious beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data, or details related to offences or alleged offences.

Data controller: The person (e.g., the Parish Council) who determines the purposes for which and how personal data is processed.

Data processor: A person or entity (other than the data controller's employees) who processes personal data on behalf of the data controller.

Processing information/data : Includes operations such as obtaining, recording, organising, altering, retrieving, disclosing, and destroying personal data, regardless of the technology used.

The Council processes personal data in order to:

- Fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
- Pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- Monitor its activities including the equality and diversity of its activities
 - Fulfil its duties in operating the business premises including security assist regulatory and law enforcement agencies, including the use of CCTV systems for the prevention and prosecution of crime.
 - Process information including the recording and updating details about its Councillors, employees, partners and volunteers.
 - Process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
 - Conduct surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.
 - Indertake research, audit and quality improvement work to fulfil its objects and purposes.
 - Carry out Council administration.

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:

- The individual has consented to the processing
- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

Particular attention is paid to the processing of any sensitive personal information and the Parish Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual
- Required by law to process the data for employment purposes
- A requirement in order to protect the vital interests of the individual or another person

Who is responsible for protecting a person's personal data?

The Parish Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Parish Clerk.

- Email: clerk@longwickcumilmer.org.uk
- Correspondence: upon request through email

Diversity Monitoring

The Council does not routinely collect or hold diversity (special-category) monitoring data about employees, councillors or applicants. If the Council decides to collect diversity information in future it will do so only on a voluntary basis, will publish a clear privacy notice, record the lawful basis for processing, store the information securely, restrict access to authorised officers, retain identifiable data only for a limited period (normally no longer than 12 months) and publish only anonymised, aggregated reports. Any such processing will be recorded in the RoPA and subject to appropriate safeguards, including a DPIA where required.

Information Provided to us

We process personal information (for example name, address, email, telephone) so we can contact you, respond to enquiries and carry out the service or transaction requested. We will process this information only where we have a lawful basis under UK UK GDPR AND THE DATA PROTECTION ACT 2018 (for example: to perform a contract, to comply with a legal obligation, for the Council's public task or, where appropriate, with your consent). Where we rely on consent we will ask for it explicitly and record it. You are responsible for keeping your information accurate and up to date; please notify the Clerk at clerk@longwickcumilmer.org.uk of any changes. We will not share personal information with third parties except where necessary to deliver the service, where we have a lawful basis, or where we have a contract in place with a processor.

The Council's Right to Process Information

The Council processes personal data only where a lawful basis under UK UK GDPR AND THE DATA PROTECTION ACT 2018 applies. Common lawful bases used by the Council are: consent; performance of a contract; legal obligation; vital interests; public task; and legitimate interests.

Information Security

The Parish Council takes appropriate technical and organisational measures to protect personal data from unauthorised access, loss, alteration or disclosure. Measures include access controls, password protection, regular backups, patching, anti-malware, secure storage of paper records and secure disposal. Report notifiable personal data breaches to the ICO without undue delay and, where feasible, within 72 hours of becoming aware.

Children

We will not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned. Where processing relies on consent for information society services offered directly to children, controllers must follow Article 8 (UK GDPR), the digital age of consent is 13 in UK law for ISS-type services; below that parental authorisation is required and reasonable verification steps must be taken.

Rights of a Data Subject

Access to Information: An individual has the right to request access to the information we have on them. They can do this by contacting our Parish Clerk: Clerk@longwickcumilmer.org.uk

Information Correction: If they believe that the information we have about them is incorrect, they may contact us so that we can update it and keep their data accurate. Please contact the Parish Clerk.

Information Deletion: If the individual wishes the Parish Council to delete the information about them, they can do so by contacting the Parish Clerk.

Right to Object: If an individual believes their data is not being processed for the purpose it has been collected for, they may object by contacting the Parish Clerk.

The Parish Council does not use automated decision making or profiling of individual personal data.

Complaints:

If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Parish Clerk or the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Making Information Available

The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish. It is supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.

All formal meetings of Council and its committees are subject to statutory notice being given on notice boards and the Website. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session at each Council meeting. Details can be seen in the Council's Standing Orders, which are available on its Website or at its Offices.

Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council but would include urgent action taken after consultation with the Chairman, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

Under the Openness of Local Government Bodies Regulations 2014 members of the public and press may film, photograph or make audio recordings of meetings that are open to the public and may use social media to report proceedings. The Council will, where reasonably possible, facilitate reporting while ensuring that recording is non-disruptive and that the privacy of children and vulnerable people is protected. Anyone recording must not disrupt the meeting; the Chair may require recording to stop if it is disruptive.

Disclosure Information

Where required by law or because a role involves regulated activity with children or vulnerable adults, the Council will obtain DBS checks. DBS disclosure information will be handled in accordance with the DBS Code of Practice: stored securely, accessed only by authorised officers, used only for the purpose for which it was requested, and retained for no longer than is necessary. The Council will publish a separate safer-recruitment procedure that sets out which roles require checks, how checks are requested, and how disclosure information is stored and disposed of.

Data Transparency

The Council follows the Code of Recommended Practice for Local Authorities on Data Transparency and will publish open data where appropriate, subject to data protection and confidentiality constraints.

Records of Processing Activities (RoPA):

Processing activity	Purpose	Categories of personal data	Lawful basis	Retention	Processors/Recipients	Data Protection Impact Assessment Required (DPIA)
Annual Governance & Accountability Return (AGAR)	Audit; statutory reporting	Financial figures; signatories	Legal obligation	Indefinite	Parish Council, External auditors, Internal Auditor, Website Host, County Archives	No
Bank Statements	Audit; reconciliation	Account details; transaction data	Legal obligation	Indefinite	Parish Council	No
Paid invoices	Audit; VAT	Supplier name; amounts; bank details	Legal obligation	6 years	Parish Council	No
Insurance policies & certificate	Risk management; legal compliance	Policy details; insured parties	Management; Legal obligation	While valid / certificates 40 years	Parish Council, Insurer	No
Payroll processing	Pay staff; tax and pension reporting	Name; NI number; bank details; salary; tax code	Legal obligation; Contract	6 years	Parish Council, Payroll provider, HMRC	No
VAT Records	VAT compliance	Transaction records	Legal obligation	6 years	Parish Council, HMRC	No
Investments, title deeds, leases, contracts	Asset management; audit	Property and contract details	Public task; Legal obligation	Indefinite	Parish Council, Legal Advisors	No
Accidents / incident reports	Health & safety; claims evidence	Injuries; witness statements; medical details (may be sensitive)	Legal obligation; Public task	20 years	Parish Council, Insurer	Yes
Councillor details & Acceptance of Office	Governance; publish contact info	Name; role; phone; email; address	Public task; Legal obligation	Term of office	Parish Council, Website Host, Monitoring Officer	No
Local / historical information	Archive; community record	Historical names; local narratives	Public task	Indefinite	Parish Council, County Archives	No
Register of electors (local copy)	Electoral/admin use	Elector names and addresses	Public task	1 year	Parish Council	No

Signed Council & Committee minutes	Governance; public record	Names of attendees; decisions	Public task; Legal obligation	Indefinite	Parish Council, County Archives, Website Host	No
Agendas and reports	Management; meeting papers	Report authors; contributors	Public task	Indefinite	Parish Council, Website Host	No
Planning consultation responses	Public consultation and record	Name; address; comments	Public task	Until decision + 1 year	Parish Council, Planning authority	No
Grant applications	Assess and administer grant awards; monitor outcomes and audit funding	Applicant name; contact details; organisation name; project description; bank details; financial records; referees; project beneficiaries (may include personal data)	Public task; Contract, Legitimate interest (monitoring/audit);	6 years	Parish Council	No
Agendas and reports	Management; meeting papers	Report authors; contributors	Public task	Indefinite	Parish Council, Website Host	No
Planning consultation responses	Public consultation and record	Name; address; comments	Public task	Until decision + 1 year	Parish Council, Planning authority	No
Freedom of Information requests	Respond to FOI requests	Requestor name; contact; request content	Legal obligation	1 year	Parish Council, ICO if escalated	No
Subject Access Requests (SARs)	Fulfil data subject rights	Requestor name; contact; ID docs	Legal obligation	1 year	Parish Council, ICO if escalated	No
CCTV footage	Crime prevention; public safety; evidence for incidents	Video images of individuals; timestamps; vehicle registrations	Legitimate interest; Public task	30 days (unless incident/complaint — retain longer as required for investigation or legal action)	Parish Council, CCTV system supplier/processor; Police (if requested); Legal advisors (if required)	Yes
Volunteer records	Manage volunteers and events	Name; contact; emergency contact	Consent; Legitimate interest	Role duration + 1 year	Parish Council, event organisers	No
Website contact forms / service enquiries	Respond to enquiries; provide services	Name; email; message content	Consent; Contract; Public task	1 year	Parish Council, Website host	No

Policy Adopted: