

Pennington Parish Council

Data Protection Policy

Revised and re-adopted at the full council V4/2026

Pennington Parish Council recognises its responsibility to comply with the Data Protection Act 1998 and the General Data Protection Regulation. The act and regulation regulate the use of personal data, this does not have to be sensitive data, it can be as little as a name and address.

THE DATA PROTECTION ACT:

The Data Protection Act 1998 sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how information can be collected, handled and used. The Data Protection Act applies to anyone holding information about people electronically or on paper.

THE GENERAL DATA PROTECTION REGULATION:

The General Data Protection Regulation 2018 says that the information provided to people about how we process their personal data must be concise, transparent, intelligible and easily accessible, written in clear and plain language, particularly if addressed to a child and free of charge.

As a local authority Pennington Parish Council has a number of procedures in place to ensure that it complies with The Data Protection Act 1998 and the General Data Protection Regulation 2018 when holding personal information. When dealing with personal data, Pennington Parish Council staff and Councillors must ensure that:

It is processed fairly and lawfully.

It is processed for specified purposes only

It is relevant to what it is needed for. Only data that is needed should be held.

It is accurate and kept up to date.

It is not kept longer than it is needed

It is processed in accordance with the rights of individuals.

It is kept securely.

COLLECTING DATA:

Pennington Parish Council recognises its responsibility to be open with people when taking personal details from them. This means that staff must be honest about why they want a particular piece of information. If, for example, a member of the public gives their phone number to staff or a member of Pennington Parish Council, this will only be used for the purpose it has been given and will not be disclosed to anyone else.

STORING AND ACCESSING DATA:

Pennington Parish Council may hold information about individuals such as their addresses and telephone numbers. These are kept in a secure location at the Parish Clerk's place of residence and are not available for the public to access. All data stored on a computer is password protected. Once data is not needed anymore, if it is out of date or has served its use, it will be shredded or deleted from the computer. The Parish Council is aware that people have the right to access any information that is held about them. If a person requests to see any data that is being held about them they;

- Must be sent all of the information that is held about them.
 - Must be given an explanation for why it has been stored.
 - Must be informed of anyone who has seen it.
 - Receive it within one month.
-
- Requests that are manifestly unfounded or excessive may be refused or a charge made.
 - If a request is refused, a reason must be given.
 - Any request by an individual to update, rectify or erase their data, must be granted.

DISCLOSURE OF INFORMATION:

If a Councillor or staff member needs to access information to help carry out their duties, this is acceptable. They must however, access only as much information as necessary and use it only for that specific purpose. Wherever possible, consent to access personal data should be sought from the Parish Clerk and data should never be used for political reasons unless the data subjects have consented.

CONFIDENTIALITY:

Pennington Parish Council staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.

If a data breach is identified the ICO must be informed and an investigation will be conducted.