

Burton Bradstock Parish Council

Data Protection Policy

Adopted January 2026

Introduction

Burton Bradstock Parish Council (“the Council”) is committed to protecting the personal data of individuals and handling it in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

This policy explains how the Council collects, uses, stores, and protects personal data, and the rights of individuals whose data we process.

Scope

This policy applies to:

- All councillors, employees, contractors, and volunteers of the Council
- All personal data processed by the Council in any format, including electronic, paper, and verbal data

Data Controller

Burton Bradstock Parish Council is the **Data Controller** for the purposes of data protection law.

Contact details:

- Clerk to the Council: *Leanne Way*
- Address: Reading Room, High Street, Burton Bradstock. DT6 4QA.
- Email: *clerk@burtonbradstock-pc.gov.uk*

Legal Framework

The Council complies with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Freedom of Information Act 2000 (where relevant)

Data Protection Principles

The Council ensures that personal data is:

1. Processed lawfully, fairly, and transparently
2. Collected for specified, explicit, and legitimate purposes
3. Adequate, relevant, and limited to what is necessary
4. Accurate and kept up to date
5. Kept for no longer than necessary
6. Processed securely and protected against unauthorised or unlawful processing, loss, or damage

Lawful Basis for Processing

The Council processes personal data only where at least one lawful basis applies, including:

- Legal obligation
- Public task
- Contract
- Consent (where required)

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- Legitimate interests (where appropriate and balanced with individual rights)

Types of Personal Data Processed

The Council may process:

- Names, addresses, telephone numbers, and email addresses
- Correspondence and communications with residents and organisations
- Financial information (e.g. for staff payments or grants)
- Employment-related information
- Records of complaints, consultations, and representations

Special category data will only be processed where legally permitted and with appropriate safeguards.

Data Subject Rights

Individuals have the right to:

- Be informed about how their data is used
- Access their personal data
- Request correction of inaccurate data
- Request erasure of data (where applicable)
- Restrict or object to processing
- Data portability (where applicable)
- Lodge a complaint with the Information Commissioner's Office (ICO)

Requests should be made in writing to the Clerk to the Council.

Data Security

The Council takes appropriate technical and organisational measures to protect personal data, including:

- Secure storage of paper records
- Password-protected electronic systems
- Limited access to personal data
- Regular review of data handling practices

Data Sharing

Personal data will not be shared with third parties unless:

- There is a legal requirement to do so
- It is necessary to carry out the Council's functions
- The individual has given consent (where required)

All data sharing will be done securely.

Data Retention

The Council keeps personal data only for as long as necessary, in line with its **Records Retention Schedule** and statutory requirements. Data is securely destroyed when no longer required.

Data Breaches

Any suspected or actual data breach must be reported immediately to the Clerk to the Council.

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Where required, the breach will be reported to the ICO within 72 hours and affected individuals informed.

Training and Awareness

Councillors, staff, and volunteers will be made aware of their responsibilities under this policy and data protection law.

Review of Policy

This policy will be reviewed regularly and updated as necessary to ensure ongoing compliance.