

Hawthorn Parish Council

Data Protection & GDPR Policy

1. Purpose

This policy explains how Hawthorn Parish Council (“the Council”) collects, uses, stores, and protects personal data in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Scope

This policy applies to all councillors, employees, contractors, and volunteers who handle personal data on behalf of the Council.

3. Principles

The Council will ensure that all personal data is:

1. Processed lawfully, fairly, and transparently
2. Collected for specified, explicit, and legitimate purposes
3. Limited to what is necessary for those purposes
4. Accurate and kept up to date
5. Kept no longer than necessary
6. Processed securely

4. Lawful Basis for Processing

The Council processes personal data under one or more of the following lawful bases:

- Public task: carrying out official council functions
- Legal obligation: compliance with statutory duties (e.g. financial records, minutes)
- Consent: where individuals have given clear permission
- Contract: where data is needed to fulfil a service agreement

5. Data Collected

The Council may collect and process data including:

- Contact details (name, address, email, phone number)
- Correspondence with residents
- Employment and payroll information (for staff and councillors)
- Supplier and contractor details
- Planning or consultation submissions

6. Data Retention

Personal data will be kept only as long as necessary for the purpose it was collected, in line with the Council’s retention schedule (for example, financial records for 7 years).

7. Data Security

The Council will take reasonable steps to protect data by:

- Using password-protected and encrypted devices
- Storing paper records in locked cabinets
- Restricting access to authorised personnel only

8. Data Sharing

The Council will not share personal data with third parties unless required by law or with the individual's consent. Data may be shared with service providers acting on behalf of the Council under a written agreement.

9. Rights of Individuals

Individuals have the right to:

- Access their data
- Request correction or deletion
- Object to or restrict processing
- Lodge a complaint with the Information Commissioner's Office (ICO)

Requests should be sent to the Parish Clerk at clerk@hawthornparishcouncil.gov.uk.

10. Data Breaches

Any data breach must be reported immediately to the Clerk. The Clerk will assess and, where required, report the breach to the ICO within 72 hours.

11. Review

This policy will be reviewed annually or when legislation changes.

Approved by:

Date: 17th November 2025

Review Date: 16th November 2026

Hawthorn Parish Council Privacy Notice

Hawthorn Parish Council collects and uses personal information so it can carry out its duties and provide local services. The Council is the data controller for any personal data it holds.

We collect data such as names, contact details, and correspondence so we can respond to enquiries, manage council meetings, and deliver services. Your data will only be used for the purpose it was collected, kept securely, and not shared without your consent unless required by law.

You have rights to access your data, ask for corrections or deletion, and object to certain uses.

To exercise your rights or for any data protection queries, please contact:
The Parish Clerk
Hawthorn Parish Council
Email: clerk@hawthornparishcouncil.gov.uk

If you are unhappy with how your data is handled, you can contact the Information Commissioner's Office (ICO): www.ico.org.uk