

Version	Description of Change	Reviewing Officer	Reviewing Committee	Frequency of Review	Minutes reference adopted	Next Review Date
24/11/25	Reformat, update legislation and add details, change name	Katherine Hyett - Clerk	Full Council 09/12/2025	Annual	FC/091225/15	09/12/2026

Burwell Parish Council Data Management & Data Protection Policy

Introduction

Burwell Parish Council ("the Council") collects, stores, and uses personal data about residents, employees, councillors, contractors, and others in the course of carrying out its functions and delivering services.

The Council is committed to managing this information responsibly, lawfully, and securely in accordance with:

- the **UK General Data Protection Regulation (UK GDPR)**
- the **Data Protection Act 2018**
- guidance issued by the **Information Commissioner's Office (ICO)**.

This policy explains how the Council manages information, what standards apply, and what rights individuals have regarding their personal data.

2. Aims of the Policy

The aim of this policy is to ensure that Burwell Parish Council:

- handles all personal data lawfully, fairly, and transparently
 - safeguards the privacy of individuals
 - maintains clear standards for collecting, using, storing, sharing, and disposing of data
 - has systems in place to prevent loss, misuse, or unauthorised access
 - responds properly to requests for information and rights exercises
 - complies with all legal duties relating to information governance.
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3. Scope

This policy applies to:

- All **employees, councillors, volunteers, contractors**, and anyone acting on behalf of the Council
- All personal data held in any form: electronic files, paper records, emails, photographs, CCTV, website forms, or other media

- All activities where the Council processes personal data (e.g., administration, finance, allotments, cemetery management, public enquiries, consultations, newsletters).

It covers **personal data**, **special category data**, and **data contained in official records**.

4. Key Data Protection Principles

Burwell Parish Council adopts the following principles from the UK GDPR:

1. **Lawfulness, fairness & transparency** – information must be processed legally and openly.
2. **Purpose limitation** – data must only be used for explicit and legitimate purposes.
3. **Data minimisation** – only the minimum data necessary will be collected.
4. **Accuracy** – information will be kept accurate and up to date.
5. **Storage limitation** – data will be retained only for as long as required.
6. **Integrity & confidentiality** – data must be kept secure.
7. **Accountability** – the Council must be able to demonstrate compliance with these principles.

5. Lawful Bases for Processing

The Council must identify a lawful basis before processing personal data. Common bases used by the Council include:

- **Public Task** – performing a function carried out in the public interest
- **Legal Obligation** – complying with law (e.g., financial regulations, audit requirements)
- **Contract** – employment or service provision
- **Consent** – used only where the individual has a genuine choice
- **Legitimate Interests** – in limited cases where not overridden by individuals' rights.

Special category data (e.g., health) requires an additional lawful condition.

6. How the Council Uses Personal Data

Personal data is used for purposes including:

- responding to public enquiries
- administering meetings and publishing agendas & minutes
- managing staff, volunteers, and councillors
- financial administration
- allotments, cemetery management, and other services
- consultation and community engagement
- website operation
- statutory reporting and audit
- regulatory functions (where applicable).

Only data necessary for these purposes will be collected.

7. Information Security

Burwell Parish Council will ensure that all personal data is kept secure. Measures include:

Technical Controls

- password-protected systems
- secure email
- antivirus and firewall protection
- controlled access to shared drives
- regular backups stored securely.

Physical Controls

- lockable storage for paper files
- restricted office access
- secure disposal (shredding/confidential waste).

Working Practices

- councillors and staff must follow safe handling procedures
- personal data must not be stored on unsecured personal devices
- care must be taken when sending or receiving sensitive information.

8. Sharing and Disclosure of Data

The Council may share data with:

- service providers and contractors acting on behalf of the Council
- other public bodies where legally required
- auditors or regulators
- law enforcement agencies when appropriate.

Data will not be shared unless:

- a lawful basis applies
- sharing is necessary and proportionate
- appropriate safeguards or contracts are in place.

The Council will not sell personal data.

9. Retention and Disposal

The Council keeps records only for as long as they are needed. Retention periods follow:

- the **Local Government Association / NALC retention guidelines**, and
- the Council's **own retention schedule**.

When no longer required:

- paper documents will be securely shredded
- electronic files will be permanently deleted
- data held by processors will be removed according to contract.

10. Data Subjects' Rights

Individuals have the right to:

- be informed about how their data is used
- access their data (Subject Access Request)

- request rectification
- request erasure (where lawful)
- request restriction or object to processing
- data portability (in certain cases).

Requests must be submitted to the **Clerk** and will be handled within statutory time limits.

11. Data Breaches

A data breach includes unauthorised access, loss, or misuse of personal data.

The Council will:

1. report breaches immediately to the Clerk
2. investigate and record all breaches
3. assess risks to individuals
4. notify the ICO within 72 hours where legally required
5. inform affected individuals when necessary.

A breach log will be maintained.

12. Training and Awareness

- All staff and councillors handling personal data will receive training.
 - Training will be refreshed periodically and when legislation or procedures change.
 - New starters will receive guidance as part of their induction.
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13. Privacy Notices

The Council will publish clear privacy notices covering:

- how data is collected
- why it is collected
- the lawful basis for processing
- retention periods
- data sharing arrangements
- rights of individuals
- how to raise concerns.

Privacy notices will appear on the website and be provided at the point of data collection.

14. Roles and Responsibilities

- The **Council** is the data controller.
 - The **Clerk** manages day-to-day compliance and acts as the primary contact for data protection matters.
 - A **Data Protection Officer (DPO)** will be appointed if legally required.
 - All councillors, staff, and volunteers must follow this policy and any associated procedures.
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15. Monitoring and Review

This policy will be reviewed:

- annually, or

- sooner if legislation or council practices change.

Updates will be approved by full Council.

16. Complaints

Anyone who believes the Council has not handled their data properly may:

1. contact the Clerk in writing
2. escalate to the **Information Commissioner's Office** if not satisfied.