

**WESTON COLVILLE PARISH COUNCIL
DATA PROTECTION POLICY**

Introduction

An essential activity within the Parish Council is the requirement to gather and process information about its employees, and people in the community, in order to operate effectively. The Data Protection Act 2018 (DPA) and Privacy and Electronic Communications Regulations (PECR) regulates the way in which certain information about employees and citizens is held and used.

Weston Colville Parish Council is committed to the principles and requirements for data protection and handling identified within the Data Protection Act 2018 (the Act), and other related government legislation which includes the Data Use and Access Act 2025 (DUAA)

The Act sets out rules for processing personal information (personal data), many paper records and computerised information. The Act covers:

- Any information held on a computer about a living individual who can be identified by or from that data
- Information held in manual filing systems where it is possible to access specific information about particular people
- Information collected with the intention of storing it on a computer

Definitions

Within the Act “Personal Data” is deemed as data which relates to a living individual who can be identified:

- from the data;
- or from the data and other information which is in the possession of the data controller and includes expressions of opinion about the individual and any indication of the intentions of the data controller or any other person in respect of the individual

Sensitive Data personal data is deemed as consisting of information as to:

- racial or ethnic origin
- political opinions
- religious or other beliefs
- trade union membership
- physical or mental health or condition
- sexual orientation
- criminal proceedings or convictions

Principles of the Act

The Act sets out principles for data processing and requires Wistow Parish Council to comply with the rules of good information handling, known as the data protection principles. These principles state that data must be:

- fairly and lawfully processed

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- processed only for specific purposes
- adequate, relevant and not excessive
- accurate
- not kept for longer than is necessary
- processed in line with individual rights under the Act
- secure
- identified by or from that data
- information held in secure manual filing systems where it is possible to access specific information about particular people
- information collected with the intention of storing it on a computer

This policy has been formally adopted by Weston Colville Parish Council and applies to its employee, elected members and those acting on the Councils behalf. The policy intends to protect the employee, colleagues, members of the public and the Parish Council.

Employee Information

Weston Colville Parish Council will need to keep information for purposes connected with an employee's employment, including recruitment and termination information. This information will be kept throughout the period of employment and for as long as is necessary following the termination of employment.

These records may include:

- Information gathered about an employee and any references obtained during recruitment
- Details of terms of employment
- Performance information
- Details of grade and job title duties
- Absence records, including holiday records and self-certification forms
- Details of any disciplinary investigations and proceedings
- Training records
- Contact names and addresses
- Correspondence with the organisation and other information provided to the organisation

The Parish Council believes these uses are consistent with our employment relationship and with the principles of the Act. Any information held within the Council is kept in the strictest of confidence.

The Parish Council will ensure that information is not kept for longer than is necessary, and will only retain the minimum amount of information that it requires to carry out its functions and the provision of services, whilst adhering to any legal or statutory requirements.

Documents and information will be stored and disposed of in accordance with the guidelines laid down in the Act.

Responsibilities

The Parish Council, acting as custodians of personal data, recognises its moral duty to ensure that all such data is handled properly and confidentially at all times, irrespective of whether it is held on paper or by electronic means. This covers the whole lifecycle, including:

- The obtaining of personal data;
- The storage and security of personal data;

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- The use of personal data
- The disposal/destruction of personal data

Complaints

When can I complain to Weston Colville Parish Council?

You can complain to us about how we are handling yours or other people's information; if we:

- have not properly responded to your request for your personal information;
- are not keeping information secure;
- hold inaccurate information about you;
- have disclosed information about you;
- are keeping information about you for longer than is necessary;
- have collected information for one reason and is using it for something else; or
- have not upheld any of your [data protection rights](#).

How to complain

In the first instance, please email the Clerk to submit your complaint. We will then respond within 30 days.

If you are then dissatisfied about the outcome, you can then contact the ICO direct to make a complaint.

The Data Use and Access Act 2025 (DUAA)

The acts allows the following:

- **Research provisions:** it makes it clearer when personal information can be used for the purposes of scientific research, including commercial scientific research. It clarifies that people can give 'broad consent' to an area of scientific research.
- **Privacy notices:** it allows re-use of people's personal information for scientific research without giving them a privacy notice, if that would involve a disproportionate effort.
- **Automated decision-making:** it opens up the full range of reasons, or 'lawful bases', that you can rely on when using people's personal information to make significant automated decisions about them.
- **Cookie rules:** it allows the setting of some types of cookies without having to get consent, such as those for statistical purposes and improve the functionality of a website.

Parish Clerk

The Parish Clerk will ensure that any third party processing such information on Weston Colville Parish Council's behalf is contractually obliged to put in place similar measures.

The Parish Clerk is responsible for gathering and disseminating information and issues relating to information security, the Data Protection Act and other related legislation and ensuring that all staff complies with the legislation.

Members

Members are bound by this policy and must adhere to the guidelines.

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