PRESTON PARISH COUNCIL

Doc018 – Data Protection Policy

Adopted September 2026

Chair: Margaret Trinder

The Parish Council can provide many services to community groups, sports teams, companies and individuals. In providing services we collect and retain personal data in both written and computer records. The Parish Council also retains information about employees to properly administer areas such as employment records and payroll.

1. The Principles of Good Information Handling

   The Parish Council adheres to the principles of good information handling, as set out by the Information Commissioner. These require that information is processed fairly and lawfully and such processing complies with at least one of the specified conditions listed below.

   Data must be:

   - obtained only for one or more specified and lawful purpose and shall not be processed in any manner incompatible with the purpose or those purposes.
   - adequate, relevant and not excessive in relation to the purpose or purposes for which it is processed.
   - accurate and where necessary, kept up to date.
   - not kept for longer than is necessary for the purpose or purposes for which it was processed.
   - processed in line with the rights of data subjects under the Act.
   - appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

2. Registration and Data Held

   The Parish Council is registered with the Information Commissioner (Registration no. TBC) and details of the registration can be viewed on the Information Commissioner's website www.ico.gov.uk.

   Our registration allows us to hold personal data for three purposes, full details of which are contained in our registration.

   - Provision of Local Services.
   - Campaigns, public relations and fund raising.
   - Staff, agent and contractor administration.

   Data will be held for an appropriate time, which is set out on our Documentation Retention Policy, this will vary depending on the reason for which we are holding the data.

   Sensitive information as defined in the Data Protection Act, is not held by the Parish Council.

3. Rights of Data Subjects

   A person about whom information is held (a 'data subject') is entitled, for the payment of a fee of £10 to be informed whether any information is held on them and to:

- A description of the data; and
- A copy of the information in an intelligible form.

The data subject is also entitled to request and receive information pertaining to:

- The purposes for which the data is being held;
- The recipients or classes of recipients to whom may be disclosed; and
- The source of the data.

Where the processing of a data subjects personal data causes unwarranted and substantial damage or distress, they are entitled to send a notice (the 'data subject' notice) to the data controller requiring the latter to cease such processing.

The Parish Council will within 21 days, send the data subject a written notice stating that the request has been complied with or the reasons why they feel the data subject notice to be unjustified. Inadequate compliance with a data subject notice may be remedied by court order.

Individuals also have the right to have wrong information corrected, blocked from processing or erased.

4. Data Controller

The Data Controller for Preston Parish Council is the Parish Clerk.

5. Who is Governed by this Policy

Employees of the Parish Council, whether full time, part time or voluntary.
Where holding and processing personal data about individuals while undertaking council business, elected members will be covered by the Parish Council's notification and have the same responsibilities with regard to data protection as any employee of the Parish Council.

Reviewed: September 2026