

DATA PROTECTION POLICY

1. Introduction

Swine Parish Council is committed to protecting the personal data it holds and processes. This policy sets out how the Council complies with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The Council processes personal data to carry out its lawful functions, support community engagement, and deliver services to residents.

2. Purpose of This Policy

This policy explains how the Council collects, uses, stores, shares, and protects personal data. It applies to councillors, employees, volunteers, contractors, and anyone acting on behalf of the Council.

3. Data Protection Principles

The Council adheres to the following principles. Personal data must be:

- Processed lawfully, fairly and transparently
- Collected for specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary
- Accurate and kept up to date
- Kept only for as long as necessary
- Processed securely

4. Lawful Bases for Processing

The Council relies on the following lawful bases:

- Public task – carrying out official council functions
- Legal obligation – complying with statutory duties
- Contract – where processing is necessary for an agreement
- Consent – for optional activities such as photos or mailing lists
- Legitimate interests – where appropriate and proportionate

5. Types of Personal Data We Process

The Council may process:

- Contact details (name, address, email, phone)
- Correspondence and enquiries
- Planning comments and representations
- Volunteer and event information
- Contractor and supplier details
- Financial information (where required for payments)

- Photographs or media (with consent)

6. How We Collect Data

We collect personal data through:

- Emails and correspondence
- Website or social media enquiries
- Volunteer sign-ups and event participation
- Planning consultations
- Contracts and tenders

7. How We Use Personal Data

Personal data is used to:

- Respond to enquiries
- Deliver council services and community projects
- Manage meetings, agendas and minutes
- Maintain financial and audit records
- Support volunteers and events
- Meet legal and regulatory obligations

8. Sharing Personal Data

We only share data when necessary and lawful. This may include:

- East Riding of Yorkshire Council
- Government or regulatory bodies
- Emergency services
- Contractors working on behalf of the Council
- Auditors and insurers

We never sell personal data.

9. Data Security

The Council takes appropriate measures to keep data secure, including:

- Password-protected devices
- Restricted access to personal data
- Secure storage of paper records
- Regular data reviews

10. Data Retention

Personal data is kept only as long as necessary. Examples:

Data Type	Retention Period
Correspondence	Up to 2 years
Financial records	6 years
Minutes and agendas	Permanent public record
Volunteer records	Up to 2 years after last activity

11. Your Rights

Individuals have the right to:

- Access their personal data
- Request correction
- Request deletion (where applicable)
- Object to or restrict processing
- Withdraw consent
- Complain to the ICO

ICO website: www.ico.org.uk

12. Freedom of Information

Swine Parish Council is subject to the **Freedom of Information Act 2000**. Personal data will not be disclosed in response to an FOI request unless legally required and compliant with data protection law.

13. Data Breaches

Any suspected data breach must be reported immediately to the Clerk. The Council will:

- Investigate promptly
- Take remedial action
- Notify the ICO if required
- Inform affected individuals where necessary

14. Contact Details

For questions about this policy or your personal data:

Clerk to Swine Parish Council SwinePC@Outlook.com, or post: Lavender Cottage, Coniston Lane, Swine HU11 4JB