



GOOD EASTER PARISH COUNCIL
INFORMATION & DATA PROTECTION POLICY
Reviewed 28th May 2026

1. Purpose

Good Easter Parish Council recognises its responsibility to handle information lawfully, securely and transparently.

The Council collects and uses information to:

- carry out its statutory duties and functions;
- deliver services to residents;
- manage employment and contractual relationships;
- maintain financial and administrative records; and
- communicate with residents, organisations and public bodies.

This policy sets out how the Council manages information and complies with:

- the UK General Data Protection Regulation (UK GDPR);
 - the Data Protection Act 2018;
 - the Freedom of Information Act 2000;
 - the Environmental Information Regulations 2004; and
 - related legislation and guidance issued by the Information Commissioner's Office (ICO).
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2. Scope

This policy applies to:

- councillors;
- employees;
- contractors;
- volunteers; and
- anyone processing information on behalf of the Council.

It applies to all information held by the Council, whether in paper or electronic format.

3. Data Protection Principles

The Council shall ensure that personal data is:

- processed lawfully, fairly and transparently;

- collected only for specified and legitimate purposes;
 - adequate, relevant and limited to what is necessary;
 - accurate and kept up to date;
 - kept only for as long as necessary;
 - stored securely and protected from unauthorised access, loss or misuse; and
 - processed in a manner that ensures appropriate security and confidentiality.
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4. Lawful Basis for Processing

The Council processes personal data where it is necessary:

- for compliance with a legal obligation;
- for the performance of a task carried out in the public interest;
- for the performance of a contract;
- to protect vital interests; or
- where consent has been provided.

The Council will only process special category data where there is an additional lawful basis under data protection legislation.

5. Information Held by the Council

The Council may process personal information including:

- names and addresses;
- telephone numbers and email addresses;
- financial information relating to payments or contracts;
- employment information;
- correspondence and complaints;
- allotment tenancy information;
- grant application information; and
- photographs where appropriate.

The Council will only collect information necessary for legitimate Council purposes.

6. How Information is Used

The Council may use information to:

- deliver local services;
- administer contracts and facilities;
- maintain financial records and accounts;

- manage employees and payroll;
- respond to enquiries and complaints;
- issue agendas, minutes and public notices;
- process grants and payments;
- comply with legal obligations; and
- protect Council assets and public funds.

The Council will not use personal data for unrelated purposes without informing the individual concerned where required.

7. Information Security

The Council shall take appropriate technical and organisational measures to protect information against:

- unauthorised access;
- accidental loss;
- destruction;
- misuse; or
- disclosure.

These measures include:

- password protection;
- secure storage of paper records;
- controlled access to electronic systems;
- antivirus and security software;
- secure disposal of confidential records; and
- regular data backups.

Councillors and employees must keep all confidential information secure and must not disclose information unless authorised to do so.

8. Data Sharing

The Council may share information where necessary with:

- other local authorities;
- government agencies;
- professional advisers;
- contractors working on behalf of the Council;
- payroll providers;
- auditors; and
- law enforcement bodies.

Information will only be shared where there is a lawful basis to do so.

The Council will not sell personal information to third parties.

9. Data Retention

The Council will retain records only for as long as necessary:

- to fulfil the purpose for which they were collected;
- to comply with legal obligations;
- for audit purposes; or
- to protect the Council's legal interests.

Records shall be securely destroyed when no longer required in accordance with the Council's document retention arrangements.

10. Individual Rights

Under data protection legislation individuals have rights including:

- the right to access personal information;
- the right to request correction of inaccurate information;
- the right to request erasure where appropriate;
- the right to restrict processing;
- the right to object to processing; and
- the right to complain to the Information Commissioner's Office.

Requests relating to personal data should be made to the Clerk.

11. Freedom of Information and Publication Scheme

The Council shall make information available in accordance with:

- the Freedom of Information Act 2000;
- the Environmental Information Regulations 2004; and
- the Council's Publication Scheme.

The Council aims to be open and transparent in its decision-making while protecting confidential and personal information where required by law.

Agendas, minutes and other public documents shall normally be published on the Council's website.

12. Confidential Information

Some information held by the Council may be confidential because it relates to:

- employees;
- commercially sensitive matters;
- legal proceedings;
- contracts; or
- personal information.

Where confidential matters are discussed, the Council may exclude the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972.

Confidential information must not be disclosed without proper authority.

13. Data Breaches

Any actual or suspected data breach must be reported immediately to the Clerk.

The Clerk shall investigate the breach and, where required, report it to the Information Commissioner's Office within the statutory timescales.

The Council shall take appropriate action to minimise the impact of any breach and prevent recurrence.

14. Responsibilities

The Council has overall responsibility for ensuring compliance with information and data protection legislation.

Day-to-day responsibility is delegated to the Clerk as Proper Officer and Responsible Financial Officer.

All councillors and employees are responsible for:

- handling information appropriately;
 - maintaining confidentiality;
 - following Council policies and procedures; and
 - reporting concerns or breaches promptly.
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15. Review

This policy shall be reviewed annually or earlier if required by changes in legislation, guidance or Council operations.