



Itchingfield Parish Council

DATA PROTECTION POLICY/GDPR

1. Introduction

Itchingfield Parish Council ("the Council") is committed to protecting the rights and freedoms of individuals with respect to the processing of their personal data. This policy sets out how the Council collects, uses, stores, and protects personal data in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Scope

This policy applies to all personal data processed by the Council, including data held electronically, on paper, or by other means. It applies to councillors, employees, volunteers, and third parties acting on behalf of the Council.

3. Principles of Data Protection

The Council adheres to the following principles when processing personal data.

- Personal data shall be:
- Processed lawfully, fairly, and in a transparent manner;
 - Collected for specified, explicit, and legitimate purposes and not further processed in a manner incompatible with those purposes;
 - Adequate, relevant, and limited to what is necessary;
 - Accurate and kept up to date;
 - Kept only for as long as is necessary;
 - Processed in a manner that ensures appropriate security.

4. Lawful Basis for Processing

The Council will ensure that at least one lawful basis under Article 6 of the UK GDPR applies whenever it processes personal data. Common bases used by the Council include:

- Consent (e.g., mailing lists)
- Legal obligation (e.g., maintaining financial records)
- Public task (e.g., managing parish services)
- Contract (e.g., employment contracts)

5. Data Subject Rights

Individuals have the following rights under GDPR:

- Right to be informed;
- Right of access;
- Right to rectification;
- Right to erasure (in certain circumstances);
- Right to restrict processing;
- Right to data portability;
- Right to object;
- Rights in relation to automated decision-making and profiling (not typically used by the Council).

Requests to exercise any of these rights should be directed to the Council Clerk.

6. Data Security

The Council takes appropriate technical and organisational measures to protect personal data from accidental or unlawful destruction, loss, alteration, unauthorised disclosure, or access.

7. Data Sharing and Third Parties

Personal data will only be shared with third parties where there is a lawful basis for doing so and appropriate safeguards are in place. Any third-party contractors or data processors must provide sufficient guarantees regarding the protection of data.

8. Data Retention

The Council retains personal data in accordance with its Document Retention and Disposal Policy, ensuring data is not kept longer than necessary.

9. Data Breaches

In the event of a data breach, the Council will follow the appropriate procedures in line with ICO guidance, including notification where required.

10. Contact and Complaints

For any queries or complaints about how the Council handles personal data, please contact:

The Parish Clerk – Verity Allcorn
2 Pompeys Terrace
Mouse Lane
Steyning

BN44 3LQ

Email: clerk@itchingfieldparishcouncil.gov.uk

Approved at the meeting held on 22nd June 2026