

Kensworth Parish Council Data Protection Policy

Primary Legislation was introduced in 1988, updated in 1998 and superseded in 2018 with [Data Protection Act 2018](#) incorporating (UK GDPR) the UK General Data Protection Regulation 2018. To provide control and regulation of personal identifiable data relating to living individuals, the protection and security of personal data. Obligations, how and why data is held, contractual (legislative requirement) or by consent and individuals rights.

Key principles

- Lawfulness, fairness and transparency ¹
- Purpose limitation ²
- Data minimisation ³
- Accuracy ⁴
- Storage limitation ⁵
- Integrity and confidentiality / Security ⁶
- Accountability ⁷

The Data Protection Policy

Kensworth Parish Council recognises its responsibility to comply to regulate the use of personal data. This is not limited to sensitive data.

General Data Protection Regulations (GDPR)

The GDPR sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how personal information can be collected, handled and used. GDPR applies to anyone holding personal information about people, electronically and in hard copy format.

When dealing with personal data, Kensworth Parish Council Staff and Councillors must ensure that:

- **Data is processed fairly, lawfully and transparently managed**
This means that personal information should only be collected from individuals if there is a clear reason for collection of personal information.
- **Data is processed for specified purposes only**
This means that data is collected for specific and legitimate purposes only.
- **Data is relevant for the purposes specified**
Data will be monitored so that only data that is necessary is held.
- **Data is accurate and kept up to date**
Personal data should be accurate, if it is not it should be corrected. Data no longer required must not be retained for longer than is required for the purpose collected. It should be securely disposed of.

¹ In Processing of individuals data

² Collected and held for explicit and legitimate purposes only

³ Necessary data only and for the stated purpose

⁴ Kept up to date and current, inaccurate data rectified

⁵ Data held for no longer than necessary

⁶ Safeguards for appropriate security and protection including against unauthorised processing

⁷ Measures to demonstrate compliance

- **Data is processed in accordance with the rights of individuals**
Individuals must be informed, upon request, of all the personal information held about them.
- **Data is kept securely**
There should be protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

Storing and accessing data

Kensworth Parish Council recognises its responsibility when obtaining personal information from individuals and be honest in advising why personal information is collected.

Kensworth Parish Council may hold personal information about individuals such as their names, addresses, email addresses and telephone numbers. These will be securely held and not available for public access. All data stored on Kensworth Parish computers are password protected.

Freedom of Information

Kensworth Parish Council is aware that people have the right to access any personal information that is held about them. Subject Access Requests (SARs) must be submitted in writing (this can be made in hard copy or email). If a person requests to see data that is being held on them, the SAR response must detail:

- How and to what purpose personal data is processed
- The period Kensworth Parish Council intend to process it
- Who has access to the personal data

The response must be sent within 30 days and should be free of charge.

If a SAR includes personal data of other individuals, Kensworth Parish Council must not disclose the personal information of the other individual(s). That individuals' personal information may either be redacted, or the individual may be contacted to request permission for their information to be shared with the Subject.

Individuals have the right to have their data rectified if it is incorrect, the right to request erasure of the data, the right to request restriction of processing of the data and the right to object to data processing, although rules do apply to those requests.

Confidentiality

Kensworth Parish Council Councillors and staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, it must remain confidential.

Date Reviewed	June 2026
Date of next review	June 2027