Longburrow Hall, Park Lane
Stokenchurch, High Wycombe
Bucks HP14 3TQ

GDPR & Data Protection Policy Policy 2026

1. Introduction

Stokenchurch Parish Council (hereinafter referred to as "**the council**") is committed to complying with the General Data Protection Regulation (GDPR) 2018 and the Data Protection Act 2018. This policy sets out how the Council collects, uses, stores, and protects personal data in accordance with the law and guidance from the National Association of Local Councils (NALC).

Personal data refers to any information relating to an identifiable individual, including residents, staff, councillors, and volunteers.

2. Data Protection Principles

The Council will ensure that personal data is:

- Processed lawfully, fairly, and transparently.
- 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 up-to-date.
- Kept only as long as necessary for the purposes for which it is processed.
- Processed securely to protect against unauthorized or unlawful processing, accidental loss, destruction, or damage.

3. Legal Basis for Processing

The Council processes personal data based on one or more of the following legal bases:

- Consent of the data subject.
- Compliance with a legal obligation.
- Performance of a task carried out in the public interest.
- Protection of vital interests.
- Legitimate interests pursued by the Council or a third party, where not overridden by the individual's rights.

4. Data Collected

- The Council may collect and process:
- Contact details of residents (e.g., names, addresses, emails, phone numbers).
- Personal information of staff, councillors, and volunteers.
- Financial data (e.g., bank details for payments).
- Correspondence and communication records.
- CCTV or other security data where legally required.
- All data collected will be relevant and proportionate to the Council's functions.

5. How Data is Used

Personal data will be used for purposes including, but not limited to:

- Communication with residents and stakeholders.
- Administration of Council meetings, elections, and committees.
- Payroll and staff management.
- Management of contracts and services.
- Compliance with legal obligations.
- Public safety and protection of Council property.

6. Data Sharing

The Council may share personal data:

- With service providers, contractors, or consultants for Council functions.
- With local government authorities, regulators, or law enforcement where legally required.
- On a case-by-case basis with third parties with consent from the data subject.
- Data will only be shared to the extent necessary and will always comply with GDPR principles.

7. Data Retention

The Council will retain personal data only as long as necessary:

- Financial records – minimum of 6 years.
- Staff and volunteer records – minimum of 6 years after leaving.
- Electoral roll or resident correspondence – as long as relevant.
- CCTV footage – retained only for 30 days unless required for legal purposes.
- All retention periods comply with legal and statutory requirements.

8. Data Subject Rights

Individuals have the following rights under GDPR:

- Right to be informed about how their data is used.
- Right of access to their personal data.
- Right to rectification of inaccurate data.
- Right to erasure (right to be forgotten).
- Right to restrict processing.
- Right to data portability.
- Right to object to processing.

- Right to complain to the Information Commissioner's Office (ICO).

Requests should be submitted in writing to the Council's Data Protection Officer (DPO).

9. Security Measures

The Council will implement appropriate technical and organizational measures to ensure the security of personal data, including:

- Secure storage of paper and electronic records.
- Password-protected systems and devices.
- Limited access to personal data on a need-to-know basis.
- Regular staff training on data protection obligations.

10. Data Protection Officer (DPO)

The Council has appointed a DPO in line with NALC guidance:

Name: Parish Clerk

Email: clerk@stokenchurch-pc.gov.uk

Phone: 01494 482403

The DPO is responsible for ensuring compliance with this policy, advising the Council, and acting as a point of contact for data subjects.

11. Policy Review

This policy will be reviewed at least annually or following changes in legislation or Council practices. Any updates will be communicated to staff, councillors, and volunteers.

Date of policy: 11/03/26
Date of committee meeting:11/03/26
Policy effective from:11/03/26
Date for next review:11/03/26

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