



IRON ACTON PARISH COUNCIL DATA PROTECTION AND INFORMATION SECURITY POLICY

1. Introduction

Iron Acton Parish Council is committed to protecting personal data and complying with the UK General Data Protection Regulation and the Data Protection Act 2018.

The Council processes personal data lawfully, fairly and transparently, and only where necessary to carry out its statutory functions.

2. Data Protection Principles

The Council will ensure that personal data is:

- processed lawfully, fairly and transparently,
- collected for specified and legitimate purposes,
- adequate, relevant and limited to what is necessary,
- accurate and kept up to date,
- retained only for as long as necessary,
- processed securely.

3. Lawful Basis for Processing

The Council processes personal data under lawful bases including:

- legal obligation,
- public task,
- consent (where appropriate).

4. Responsibilities

- The Council is the data controller.
- The Clerk is responsible for overseeing compliance and day-to-day handling of personal data.
- Councillors and the Clerk must comply with this policy when handling personal data.

5. Subject Access Requests

Individuals have the right to access their personal data.

- Requests should be made in writing to the Clerk.
- The Council will respond within one calendar month, subject to statutory exemptions.

6. Data Security

The Council will take appropriate technical and organisational measures to protect personal data, including:

- secure storage of electronic and paper records,



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- restricted access to authorised persons only,
 - use of secure council email accounts.

7. Data Breaches

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

The Council will:

- assess the risk,
- record the breach,
- report to the Information Commissioner's Office where required.

8. Privacy Notices

The Council will publish a privacy notice explaining how personal data is used, individuals' rights, and how to make a complaint.

9. Retention

Personal data will be retained only for as long as necessary, in line with statutory requirements and recognised local council retention guidance.

10. Review

This policy will be reviewed at least every two years or when legislation changes.

Approved: 16/02/2026

Minute No:	
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