

Choppington Parish Council Data Protection Policy

1. Introduction

Choppington Parish Council is committed to safeguarding and preserving the privacy of all individuals whose personal data we collect and process. This policy outlines our approach to data protection and sets out how we handle personal information in accordance with the General Data Protection Regulation (GDPR) and other relevant data protection laws.

The Parish Clerk has the responsibility to ensure that personal data is processed lawfully, transparently, and securely.

2. Purpose of the Policy

This policy provides a framework for:

- Ensuring compliance with data protection laws.
- Setting out the principles for handling personal data.
- Protecting individuals' privacy rights.
- Preventing data breaches and safeguarding sensitive information.

Legal Framework

Uk General Data Protection Regulation (UK GDPR)
Data Protection Act 2018
Freedom of Information Act 2000
Local Government Act 1972
Guidance from the Information Commissioner's Office (ICO)

3. Scope of the Policy

This policy applies to all personal data processed by Choppington Parish Council whether on paper, electronically or by other means including but not limited to:

- Residents, volunteers, and employees.
- Data collected during parish activities, events, and services.

And applies to all Councillors, employees, volunteers and contractors who handle personal data on behalf of the Council.

4. Data Protection Principles

We will ensure that personal data is:

- **Processed lawfully, fairly, and transparently.**
- **Collected for specified, legitimate purposes** and not further processed in a way that is incompatible with those purposes.
- **Accurate** and kept up to date where necessary.
- **Kept in a form** that permits identification of individuals for no longer than is necessary.
- **Processed securely** using appropriate technical and organisational measures.

5. Types of Personal Data We Collect

We collect and process various types of personal data, including but not limited to:

- Contact details (name, address, email address, telephone numbers).
- Attendance records at parish events or services.
- Financial information related to donations or fees.
- Information about volunteers or employees.

6. Lawful Basis for Processing Personal Data

We process personal data based on the following lawful grounds:

- **Consent:** Where individuals have given explicit consent for us to process their data.
- **Contractual necessity:** For the performance of a contract, such as volunteer or employee agreements.
- **Legal obligation:** Where required by law, such as record keeping for financial audits or safeguarding purposes.
- **Legitimate interests:** Where we have a legitimate interest to process personal data (e.g., keeping parishioners informed about parish activities), provided it does not override the rights and freedoms of individuals.

7. Data Subject Rights

Individuals whose personal data we process have the following rights:

- **Right to Access:** The right to request access to their personal data.
- **Right to Rectification:** The right to request correction of inaccurate or incomplete personal data.
- **Right to Erasure:** The right to request deletion of personal data under certain conditions.
- **Right to Restrict Processing:** The right to request the limitation of data processing under certain conditions.
- **Right to Data Portability:** The right to receive personal data in a structured, commonly used, and machine-readable format.
- **Right to Object:** The right to object to the processing of personal data for specific purposes.

Requests can be made in writing to the Parish Clerk at [contact details]. We will respond to requests in a timely manner, in accordance with the requirements of data protection law.

8. Data Retention

We will retain personal data for as long as necessary to fulfil the purposes for which it was collected or as required by law. Once the data is no longer required, it will be securely deleted or anonymised. Retention periods will be determined based on the nature of the data and legal requirements. (see appendix two)

9. Data Security

We are committed to ensuring that personal data is securely stored and protected. This includes:

- Restricting access to personal data to authorised individuals only.

- Implementing physical and technical security measures, such as encryption, to protect against unauthorised access, disclosure, alteration, or destruction of personal data.
- Secure disposal of paper and electronic data
- Regularly reviewing and updating our security practices to ensure they remain effective.

10. Data Sharing and Third Parties

We do not share personal data with third parties unless:

- We have obtained explicit consent from the data subject.
- It is necessary for the performance of a contract.
- It is required by law, or where there is a legitimate interest in doing so (e.g., sharing financial data with auditors).
- Third parties must comply with our data protection requirements to ensure that personal data is handled in accordance with data protection laws.

11. Data Breaches

In the event of a data breach that risks the rights and freedoms of individuals, we will take appropriate steps to:

- Notify the relevant supervisory authority (e.g., the Information Commissioner's Office in the UK) within 72 hours.
- Notify affected individuals without undue delay if the breach poses a high risk to their privacy.

12. Training and Awareness

We will provide training to all staff, volunteers, and anyone handling personal data on data protection best practices, their responsibilities, and the importance of safeguarding personal information.

13. Privacy Notices

Clear and accessible Privacy Notices explaining how personal data is collected, used and retained are available on the Council's website (see appendix one)

14. Review of Policy

This policy will be reviewed regularly to ensure its effectiveness and compliance with changing laws and best practices. The policy will be updated as needed, and any updates will be communicated to relevant parties.

15. Contact Information

If you have any questions or concerns regarding this policy, or wish to exercise your rights, please contact in writing

Parish Clerk

Choppington Parish Council, Stakeford & Bomarsund Welfare Centre, East View, Stakeford
NE62 5UD. Or email brindley@choppingtonparishcouncil.gov.uk

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Reviewed 13 May 2026

Appendix one Privacy Notices

A. Staff & Councillors Privacy Notice

Who we are:

Choppington Parish Council is the data controller for personal data of our employees, councillors, volunteers and partner organisations.

Data we collect:

- Name, address, contact details, emergency contacts
- Payroll and tax information
- Attendance and meeting records
- Election nomination information (councillors)
- Declaration of Interest (councillors)
-

Why we collect it:

- Legal obligations (employment law, taxation)
- Public task – performing official council duties
- Health and safety requirements

Lawful basis:

- Compliance with legal obligations
- Performance of a public task
- Consent (where applicable)

Who we share it with:

- HMRC and pension providers
- Auditors or accountants
- ICO or other regulatory bodies when required

How long we keep it:

- Staff records: 6 years after employment ends
- Councillor records: retained indefinitely for historical and legal purposes
- See Choppington Parish Council's Records Retention Schedule (Appendix Two)

Your rights:

- Access your personal data
- Correct inaccuracies
- Restrict processing
- Object to processing
- Withdraw consent (where applicable)

- Complain to the ICO

Contact: In writing

Parish Clerk: Angela Brindley

Choppington Parish Council

Stakeford and Bomarsund Welfare Centre

East View, Stakeford

Clerk: brindley@choppingtonparishcouncil.gov.uk 01670 858664

B. Public / Resident Privacy Notice**Who we are:**

CPC (the Council) is the data controller for personal data of residents, service users, and members of the public.

Data we collect:

- Name, address, and contact details
- Correspondence with the Council (emails, letters, phone notes)
- Records related to services used (allotments, hall bookings, complaints, residents panel, youth attendees to youth activities)
- Photographs/videos for council communications (if consented)

Why we collect it:

- Respond to enquiries and service requests
- Maintain public records and statutory registers
- Legal compliance and public accountability
- Communicate council news and events (with consent)

Lawful basis:

- Performance of a public task
- Legal obligation

Appendix 2 Retention and Disposal Register

Document	Min Retention	Reason	Disposal
Minutes	Indefinite	Archive	Original signed paper copies should be kept indefinitely in safe storage. Regular intervals deposited with NCC Archives
Agendas	5 years	Management	Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims	Confidential waste. List of those documents disposed of to meet the requirement GDPR
Scale of fees and charges	6 years	Management	Bin
Receipt and payment accounts	Indefinite	Archive	
Receipt books	6 years	VAT	Bin
Bank statements	Last completed audit year	Audit	Confidential waste
Bank paying in book	Last completed audit year	Audit	Confidential waste
Chq book stubs	Last completed audit year	Audit	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Confidential waste. List of those documents disposed of to meet the requirement GDPR
Paid invoices	6 years	VAT	Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)	Confidential waste
VAT records	6 years (20 years for VAT on rents)	VAT	Confidential waste
Petty cash	6 years	Tax, VAT	Confidential waste
Timesheets	Max 3 years	1 yr Audit, but 3 years personal injury	bin
Wages/payroll	12 years	Superannuation	Confidential waste
Insurance policies	While valid	Management	Bin
Ins companies names and policy numbers	indefinite	Management	
Cert for insurance against liability for employees	40 years from date on which insurance commenced	Employers Liability	Bin

		Regulations 1998	
Park equipment inspection reports	21 years		
Investments	Indefinite	Audit, Management	
Title deeds, leases, agreements, contracts	Indefinite	Audit, management	
Information from other bodies	As long as useful		Bin
Local/historical info	Indefinite	Councils may acquire records of local interest and accept gifts or record of general and local	
Magazines/journals	Retain own publications	The Legal Deposit Libraries Act 2003 requires a local council which after 1 st Feb 2004 has published works in print (incl pamphlet, magazine or newspaper to deliver a copy of them to the British Library Board	Bin
Record Keeping			
To ensure records are easily accessible it is necessary to comply with the following: • A list of files stored in cabinets will be kept. • Electronic files will be saved using relevant file names	Electronic files backed up regularly		
General correspondence	Unless it relates to specific categories outlined in the policy	Management	Bin (shred confidential waste) A list will be kept of those documents disposed of

[illegible]