Lanreath Parish Council

Data Protection Policy and Privacy Notice

Version	3.0
Adopted	21 July 2026
Owner	Lanreath Parish Council
Legislation	UK GDPR, Data Protection Act 2018
Review	Annually or following legislative change
Related Policies	Documents Retention, FOI, Information Security

Contents

- 1 Purpose
- 2 Scope
- 3 Legislative Framework
- 4 Definitions
- 5 Data Protection Principles
- 6 Governance and Responsibilities
- 7 Lawful Bases
- 8 Personal Data Processed
- 9 Special Category Data
- 10 Data Sharing
- 11 Information Security
- 12 Records Management and Retention
- 13 Data Subject Rights
- 14 Subject Access Requests
- 15 Data Breaches
- 16 CCTV, Website, Cookies and Social Media
- 17 International Transfers
- 18 Privacy Notice
- 19 Contact Details
- 20 Version Control

1 Purpose

This document combines the Council's internal Data Protection Policy and external Privacy Notice into a single controlled document. It is intended to satisfy good practice reflected in current NALC model governance documents while complying with UK GDPR and the Data Protection Act 2018.

2 Scope

Applies to councillors, employees, contractors, volunteers, consultants and anyone processing personal data on behalf of the Council, whether information is held electronically, on paper, by email, CCTV or other media.

3 Legislative Framework

The Council complies with UK GDPR, the Data Protection Act 2018, Freedom of Information Act 2000, Human Rights Act 1998, Local Government legislation and ICO guidance.

4 Definitions

Include Personal Data, Special Category Data, Processing, Data Controller, Data Processor and Data Subject as defined in UK GDPR.

5 Data Protection Principles

The Council will process data lawfully, fairly, transparently, for specified purposes, using only necessary information, keeping it accurate, retaining it only as long as necessary, securing it appropriately and demonstrating accountability.

6 Governance and Responsibilities

The Council is the Data Controller. The Clerk is responsible for operational compliance, maintaining records, coordinating Subject Access Requests, reporting breaches and arranging member and staff awareness training.

7 Lawful Bases

Processing will normally rely on public task, legal obligation, contract or consent. Legitimate interests will only be relied upon where appropriate and documented.

8 Personal Data Processed

The Council may process names, addresses, email addresses, telephone numbers, bank details, payroll information, National Insurance numbers, employment records, photographs, website enquiries, correspondence, grant information and supplier records only where necessary.

9 Special Category Data

Special category information will only be processed where permitted by Article 9 UK GDPR with additional safeguards.

10 Data Sharing

Personal data may be shared with public authorities, auditors, insurers, legal advisers, contractors and regulators where lawful and necessary. Personal data will never be sold or disclosed for marketing.

11 Information Security

The Council will use password protection, access controls, secure backups, software updates, secure disposal, confidentiality obligations and appropriate physical security.

12 Records Management and Retention

Records will be retained in accordance with the Council's Documents Retention Schedule and securely destroyed when no longer required.

13 Data Subject Rights

Individuals have rights to be informed, access, rectification, erasure, restriction, portability, objection and rights relating to automated decision-making.

14 Subject Access Requests

Requests should be submitted to the Clerk. The Council will normally respond within one calendar month.

15 Data Breaches

Actual or suspected breaches must immediately be reported to the Clerk. Where legally required, breaches will be reported to the ICO within statutory timescales.

16 CCTV, Website, Cookies and Social Media

Where applicable, CCTV and website analytics will operate transparently. Cookies will not identify individuals unless they voluntarily provide information. Publication of personal information requires an appropriate lawful basis.

17 International Transfers

Personal data will only be transferred outside the UK where appropriate safeguards recognised under UK GDPR exist.

18 Privacy Notice (Public)

This notice explains how Lanreath Parish Council collects and uses personal information.

We collect information only where necessary to deliver council services, manage employment, administer contracts, communicate with residents, maintain statutory records and comply with legal duties.

We may collect contact details, correspondence, financial information, employment information and information submitted through the Council website.

We retain information only for as long as required by law or the Council's Documents Retention Schedule.

We may share information with contractors, public authorities and professional advisers where necessary to carry out Council functions or comply with legal obligations.

You have the right to request access to your personal information, ask for corrections, request deletion where appropriate, restrict processing, object to processing and complain to the Information Commissioner's Office.

The Council will not sell your personal information.

19 Contact Details

Data Controller
Lanreath Parish Council
38 Castle Street
Bodmin
Cornwall PL31 2DU
Email: clerk@lanreathparishcouncil.gov.uk
ICO: www.ico.org.uk | 0303 123 1113

20 Version Control

Version	Approved	Review	Minute Ref	Notes
2	21 July 2026		19	None

Council Adoption

Meeting Date	21 July 2026
Chair	David Heard
Clerk	Rebecca Warren
Next Review	May 2027