

EAST HANNINGFIELD PARISH COUNCIL

Clerk and Responsible Financial Officer: Miss Lucy White, CiLCA, BA(Hons)

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🌐 <https://e-voice.org.uk/easthanningfieldparishcouncil/>

INFORMATION & DATA PROTECTION POLICY

Adopted September 2023

Re-Adopted May 2025

1. Introduction

East Hanningfield Parish Council (“the Council”) processes personal data in order to carry out its statutory duties, deliver services, communicate with residents, and manage its internal administration.

The Council is committed to handling all data lawfully, fairly, transparently, and securely in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This policy applies to all Councillors, employees, volunteers, and contractors acting on behalf of the Council.

2. Types of information held

The Council may hold and process the following categories of information:

- Information published in the public domain (e.g. minutes, notices, website content)
- Confidential or commercially sensitive information
- Personal data relating to Councillors, employees, volunteers, and contractors
- Personal data relating to members of the public who contact the Council or use its services

3. Principles of data protection

The Council will ensure that personal data is:

- Processed lawfully, fairly, and transparently
 - Collected for specified, explicit and legitimate purposes
 - Adequate, relevant, and limited to what is necessary
 - Accurate and kept up to date where appropriate
 - Retained only for as long as necessary
 - Stored securely using appropriate technical and organisational measures
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4. Legal basis for processing

The Council processes personal data under one or more of the following lawful bases:

- Legal obligation
 - Performance of a contract
 - Public task (carrying out official authority functions)
 - Legitimate interests (where appropriate and balanced against individual rights)
 - Consent (where specifically required)
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5. How the Council uses personal data

Personal data may be used to:

- Deliver services and respond to enquiries
 - Manage Council administration and governance
 - Employ staff and fulfil employer obligations
 - Process financial transactions including payments and grants
 - Maintain records and accounts
 - Communicate with residents and service users
 - Meet legal, regulatory, and audit requirements
 - Prevent and detect fraud or misuse of public funds
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6. Special category (sensitive) data

In limited circumstances, the Council may process special category data, such as information relating to health, ethnicity, or other protected characteristics.

Such data will only be processed where one or more of the following applies:

- Explicit consent has been given
- It is necessary for employment or legal obligations
- It is necessary for reasons of substantial public interest
- It is required to protect vital interests
- It relates to legal claims

Where sensitive data is processed, additional safeguards will be applied.

7. Sharing personal data

The Council may share personal data where necessary with:

- Other local authorities and public bodies

- Contractors and service providers working on behalf of the Council
- Professional advisers (e.g. auditors, insurers, legal advisers)
- Regulatory and law enforcement bodies where required by law

All third parties are required to process data securely and only for specified purposes.

8. Data retention

Personal data will not be kept longer than necessary.

Typical retention periods include:

- Financial records: normally 8 years
- Employment records: in line with employment law requirements
- Council minutes and governance records: permanently
- Other records: as defined in the Council's retention schedule

Data will be securely deleted or destroyed when no longer required.

9. Data security

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

- Secure storage of electronic and paper records
 - Password protection and restricted access
 - Regular updates to systems and software where applicable
 - Confidential handling of personal information by staff and Councillors
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10. Rights of individuals

Individuals have the right to:

- Access personal data held about them
 - Request correction of inaccurate data
 - Request deletion of data (where applicable)
 - Object to or restrict processing
 - Request data portability (where applicable)
 - Withdraw consent where consent is relied upon
 - Lodge a complaint with the Information Commissioner's Office (ICO)
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11. Publication and transparency

The Council operates under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

Information about Council meetings, decisions, and finances is published through the Council's Publication Scheme and website, unless legally exempt.

12. Children

The Council will not knowingly process personal data relating to children under 13 without appropriate consent where required.

13. Review

This policy will be reviewed at least every two years or sooner if required due to changes in legislation or Council practice.

Lucy White – Parish Clerk