

Thornton Steward Data Protection Policy

This Policy sets out how the village of Thornton Steward ensures the privacy and protection of personal data belonging to its residents. We are committed to handling your data with care, in accordance with the Data Protection Act 2018, the UK General Data Protection Regulation (UK GDPR), and other relevant laws.

This policy applies to all personal data collected, stored, and processed by the Parish Meeting, Social Committee and Village Institute. It covers data related to the Parish Clerk, Residents, Trustees and Volunteers.

Key Principles

We adhere to the following data protection principles:

- **Lawfulness, fairness, and transparency:** Data will be processed legally, fairly, and transparently by the Parish Meeting, Social Committee and Village Institute.
- **Purpose limitation:** Data will only be used for specified, explicit, and legitimate purposes.
- **Data minimisation:** Only the necessary data will be collected and processed.
- **Accuracy:** We will ensure data is accurate and kept up-to-date.
- **Storage limitation:** Data will not be retained longer than necessary.
- **Integrity and confidentiality:** Data will be protected against unauthorized access, loss, or damage.

We collect personal data only by individual consent in relation to:

- Names, addresses, and contact details for communication purposes.

Your data may be used for:

- Administration of local services (e.g., waste collection, event registration).
- Emergency communications (e.g., flood warnings).
- Community planning and improvements.

We use appropriate technical and organizational measures to safeguard data, such as:

- Password-protection on PCs.
- Restricted access for authorized personnel.
- Deletion of obsolete data as requested by current and former residents.

As a resident of Thornton Steward, you have the following rights regarding your personal data:

- Access your data.
- Rectify incorrect data.
- Request deletion (erasure) of your data.

For any questions or concerns about this policy or your personal data, please contact either the Parish Clerk or Andrew Sharp (andrewsharp2703@gmail.com). This policy will be reviewed annually to ensure ongoing compliance with applicable laws.