



Stamfordham Parish Council – Information and Data Protection Policy

- May 2026

Version: May 2026 **Adopted:** May 2026 **Review Date:** May 2027

1. Introduction

In order to conduct its business, services and duties, Stamfordham Parish Council processes a wide range of information and personal data.

This policy sets out how the Council manages that information to ensure:

- Compliance with the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018
- Protection of individuals' rights and freedoms
- Secure handling of data
- Transparency in how information is used

The Council will review this policy regularly in line with legislative updates, guidance from the Information Commissioner's Office (ICO), and operational changes.

2. Scope

This policy applies to all information and data held by the Parish Council, including:

- Paper records
- Electronic records (including emails)
- Cloud-based systems and shared drives
- Audio or visual recordings

It applies to Councillors, employees, contractors and volunteers handling Council information.

3. Types of Information Held

The Council processes the following categories of information:

- Public information (e.g. policies, agendas, minutes)
- Confidential business information
- Commercially sensitive information
- Personal data relating to Councillors, employees and volunteers
- Personal data relating to members of the public

4. Data Protection Principles

The Council complies with UK GDPR principles. Personal data will be:

- 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

- Retained only for as long as necessary
- Processed securely using appropriate technical and organisational measures

5. Lawful Basis for Processing

The Council processes personal data under the following lawful bases:

- Legal obligation – where processing is required by law
- Public task – where processing is necessary to perform official functions
- Contract – where processing is necessary for a contract
- Consent – where required and appropriately obtained
- Legitimate interests – where applicable and balanced against individual rights

The Council primarily relies on legal obligation and public task as a public authority.

Where consent is used, it will be:

- Freely given
- Specific and informed
- Capable of being withdrawn

6. How We Use Personal Data

The Council processes personal data in order to:

- Carry out its duties as a public authority
- Manage employees and Councillors
- Deliver services and respond to enquiries
- Maintain records and accounts
- Comply with legal and regulatory requirements
- Support audit, research and service improvement

7. Data Sharing

Personal data may be shared where necessary and lawful, including with:

- Government bodies and regulators
- Auditors
- Contractors and service providers

Where third parties process data on behalf of the Council:

- Appropriate Data Processing Agreements will be in place
- Data will only be used for specified purposes
- Security standards will be maintained

The Council does not sell personal data.

8. International Data Transfers

- Personal data will not normally be transferred outside the UK.



- Where this is necessary, it will only occur where appropriate safeguards are in place in accordance with UK GDPR.

9. Data Retention

Personal data will not be kept longer than necessary.

Retention periods are defined in the Council's:

- Document Retention and Disposal Policy

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

10. Data Security

The Council takes appropriate technical and organisational measures to protect data, including:

- Secure storage of paper records
- Password protection and access controls
- Restricted access to sensitive information
- Secure disposal methods

11. Data Breaches

A data breach is any loss, unauthorised access, disclosure or destruction of personal data.

The Council will:

- Investigate all suspected breaches
- Take appropriate corrective action
- Report breaches to the ICO within 72 hours where required
- Inform affected individuals where there is a high risk to their rights

12. Children's Data

The Council will take appropriate care when processing data relating to children.

Where required, parental or guardian consent will be obtained.

13. Rights of Individuals

Individuals have the following rights under UK GDPR:

- Right of access
- Right to rectification
- Right to erasure
- Right to restrict processing
- Right to object
- Right to data portability (where applicable)

Requests should be made to the Parish Clerk.



14. Contact Details

Parish Clerk

Stamfordham Parish Council

Email: clerk@stamfordhamparishcouncil.org

Telephone: 01669 621565

Address: 65 Addycombe Gardens, Rothbury, Morpeth, NE65 7PE

15. Complaints

If an individual is concerned about how their data has been handled, they should contact the Parish Clerk in the first instance.

They also have the right to complain to the Information Commissioner's Office (ICO):

- Website: <https://ico.org.uk>
- Telephone: 0303 123 1113

16. Transparency and Access to Information

The Council is committed to openness and transparency and complies with:

- Freedom of Information Act 2000
- Local Government transparency requirements

Information is made available through:

- The Council's Publication Scheme
- Agendas, minutes and reports
- The Council website

Council meetings are open to the public unless confidential matters are being discussed in accordance with legislation.

17. Disclosure and Barring Service (DBS)

Where appropriate, the Council will carry out checks through the Disclosure and Barring Service and comply with all requirements relating to the secure handling, use and disposal of such information.

18. Data Transparency

The Council follows the principles of the Local Government Transparency Code and will publish required information including:

- Financial data
- Governance documents
- Councillor responsibilities



- Minutes and agendas

19. Review

This policy will be reviewed annually or sooner if:

- Legislation changes
- ICO or NALC guidance is updated
- Council processes change