CROWMARSH PARISH COUNCIL

DATA PROTECTION POLICY

ADOPTED 4TH JUNE 2026

Purpose

Crowmarsh Parish Council is committed to being transparent about how it collects and uses the personal data of staff, service providers and members of the public and to meeting its data protection obligations. This policy sets out the Council's commitment to data protection and your rights and obligations in relation to personal data in line with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 (DPA) The Act regulates the use of personal data.

Requests for further information should be directed to the Clerk.

Definitions

'Personal data' is any information that relates to a living individual who can be recognised from that data. This may include:

- Communications with individual local residents including letters, complaints and council surveys.
- The council's employment and recruitment records (e.g.Employment contracts and job applications)
- Contracts with individuals and contracts which require processing of personal data
- Arrangements with volunteers
- Communications with third parties e.g. principal authorities, local sports clubs, disclosure and barring service (DBS) and HMRC.
- The electoral roll and
- Legal proceedings or transactions with individuals.

Data Protection Principles

Personal data must be

- Processed fairly, lawfully and in a transparent manner in relation to the data subject
- Collected for specified explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed.
- Processed in a manner that ensure appropriate security of the personal data including protection against unauthorised or unlawful processing and against

accidental loss, destruction or damage, using appropriate technical or organisational measures.

Processing Personal Data

The Council will process your personal data (that is classed as special categories of personal data) for one or more of the following reasons:

- It is necessary for the performance of a contract e.g. a contract of employment or for services provided and/or
- It is necessary to comply with any legal obligation and/or
- It is necessary for the Council's legitimate interests (or for the legitimate interests of a third party) unless there is a good reason to protect your personal data which overrides those legitimate interests and/or
- It is necessary to protect the vital interests of a data subject or another person and/or it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Individuals' Rights

- The right of access to personal data held by a data controller must be dealt with within one month of request and free of charge. Where requests are manifestly unfounded or excessive, in particular because they are repetitive, the data controller may charge a fee for providing the information or refuse to respond.
- The right to restriction of processing
- The right to object to the processing of personal data for direct marketing purposes (including profiling to the extent that it is related to direct marketing.
- The right not to be subject to automated decision-making
- There is a right to receive compensation from the data processor for the damage suffered as a result of an infringement of GDPR.
- There is a right to obtain from a data controller without undue delay the rectification of inaccurate personal data.
- There is a right to request that personal data be erased by the data controller and no longer processed. This applies where the data is no longer necessary in relation to the purposed for which it is processed, where data subjects have withdrawn their consent, where they object to the processing of their data or where the processing does not comply with GDPR.
- The right to be notified by a data controller when a personal data breach is likely to result in a high risk to a data subject's rights.
- The right to receive a copy of personal data or to transfer personal data to another data controller.