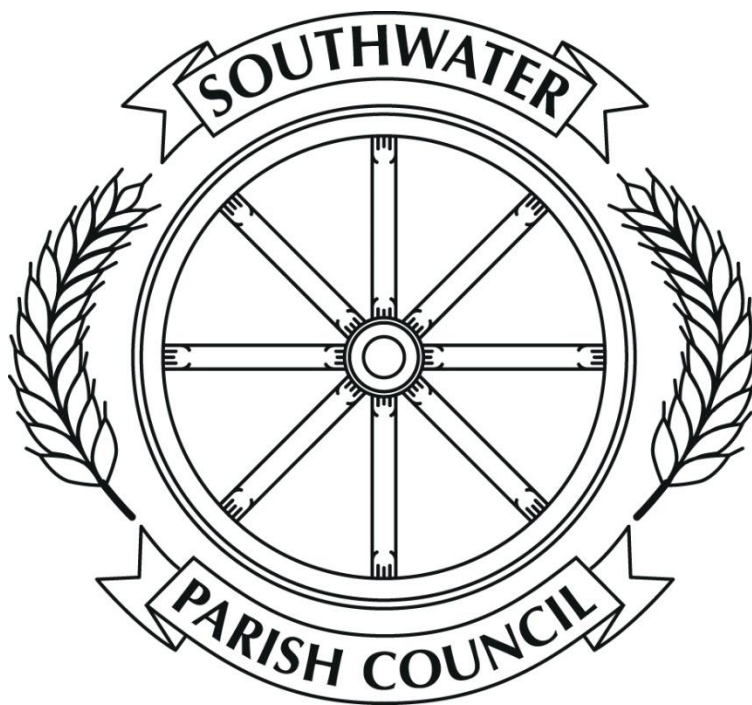


SOUTHWATER PARISH COUNCIL

DATA PROTECTION POLICY



Reviewed:	October 2025
Approved:	F&GP Committee – 15 October 2025
Review Period:	3 years
Next Review Date:	October 2028

INDEX

Contents

1. Purpose and Scope	2
2. Definitions	2
3. Data Protection Principles	3
4. Lawful Basis for Processing	3
5. Information the Council Collects	4
6. How the Information is Used	4
7. Using the Parish Council's Website	4
8. Information Sharing	5
9. Transfer of Data Outside the European Economic Area	5
10. How Long Does the Council Keep Data	5
11. Protecting your Information	5
12. Data Breach Procedure	6
13. Rights of Individuals.....	6
14. Review of Policy	7

1. Purpose and Scope

- 1.1. This document sets out Southwater Parish Council's commitment to data protection and compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.
- 1.2. For details on how the Council collects, uses, and protects personal data from a public perspective, please refer to the Southwater Parish Council Privacy Notice, which is available on our website or upon request.
- 1.3. For details on how the Council collects, uses and protects personal data of staff, please refer to the adopted Data Protection (For Staff) Policy.

2. Definitions

- 2.1. **Personal Data** - Any information relating to an identified or identifiable living individual.
- 2.2. **Data Subject** - An individual about whom personal data is held. It does not include anyone who has died, or who cannot be identified or distinguished from others.
- 2.3. **Processing Data** - Processing in relation to information, means an operation or set of operations which is performed on information, or on sets of information, such as:
 - 2.3.1. Collection, recording, organisation, structuring or storage,
 - 2.3.2. adaptation or alteration,
 - 2.3.3. retrieval, consultation, or use,
 - 2.3.4. disclosure by transmission, dissemination or otherwise making available,
 - 2.3.5. alignment or combination, or
 - 2.3.6. restriction, erasure, or destruction.
- 2.4. **Data Protection Officer** - Data Protection Legislation requires certain public authorities and data processors to appoint a Data Protection Officer (DPO). The role of the DPO is to assist the monitoring of internal compliance, inform and advise on data protection obligations, provide advice and act as a contact point for Data Subjects and the Supervisory Authority (Information Commissioner's Office (ICO)). At Southwater Parish Council, the Executive Officer is the designated DPO.
- 2.5. **Data Controller** – Legal Person who determines the purpose and means of the processing of Personal Data. Southwater Parish Council, as a corporate body, is the Data Controller. The Council determines the purposes for which and the means by which personal data is processed.

- 2.6. **Data Processor** - Person who processes the data on behalf of the Data Controller. An external organisation or supplier (for example, payroll provider, IT hosting company) which processes personal data on behalf of the Council. Parish Council staff, councillors and volunteers are not separate Data Processors as they process data only under the authority of the Council as Data Controller.

3. Data Protection Principles

- 3.1. Southwater Parish Council is committed to processing personal data in accordance with the principles set out in Article 5 of the UK General Data Protection Regulation (UK GDPR). These principles require that personal data shall be:
- 3.1.1. **Lawfulness, fairness and transparency** – processed lawfully, fairly, and in a transparent manner in relation to the data subject.
 - 3.1.2. **Purpose limitation** – collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
 - 3.1.3. **Data minimisation** – adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed.
 - 3.1.4. **Accuracy** – accurate and, where necessary, kept up to date. Every reasonable step must be taken to ensure that personal data which is inaccurate is erased or rectified without delay.
 - 3.1.5. **Storage limitation** – kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the data is processed.
 - 3.1.6. **Integrity and confidentiality (security)** – processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing, accidental loss, destruction, or damage, using appropriate technical or organisational measures.
 - 3.1.7. **Accountability** – the Council is responsible for, and must be able to demonstrate, compliance with these principles.
- 3.2. All councillors, employees and volunteers handling personal data on behalf of the Council are required to comply with these principles.

4. Lawful Basis for Processing

- 4.1. Southwater Parish Council will ensure that all processing of personal data has a lawful basis under Article 6 of the UK GDPR. The main lawful bases used by the Council are:
- 4.1.1. **Public Task** – where processing is necessary for the Council to perform its official functions.
 - 4.1.2. **Legal Obligation** – where the Council must process data to comply with the law.

- 4.1.3. **Contract** – where processing is necessary for the performance of a contract.
 - 4.1.4. **Consent** – where the individual has given clear and informed consent.
 - 4.1.5. **Vital Interests** – where processing is necessary to protect someone's life.
- 4.2. Where Special Category Data (e.g. health information) is processed, the Council will identify an additional lawful basis under Article 9 UK GDPR.

5. Information the Council Collects

- 5.1 The Council will only use any personal information you send us for the purposes for which you provide it. This may include, but is not limited to, names, addresses, and email addresses.
- 5.2 Also refer to the Council's Data and Information Register, which is available upon request.

6. How the Information is Used

- 6.1 The Council uses your personal information to:
- process enquiries and applications.
 - provide services to residents including sending you information about current and future services, notifications of Council meetings, Agendas and Minutes and newsletters.
 - Administer employment and contractor records
 - provide certain on-line facilities and/or services as referred to in the terms and conditions when you sign up for those facilities or services
 - allow other organisations to provide services to residents
 - assist the Council with planning and improving its services. The Council may contact you itself or ask an outside agency to do so on its behalf.
 - produce aggregated statistical information, including data for monitoring equality of opportunity.
 - collect or process payments where necessary.
- 6.2 Personal data will not be used for marketing purposes without explicit consent.

7. Using the Parish Council's Website

- 7.1 The Council records personal information when individuals:
- 7.1.1 Subscribe to or apply for services that require personal information.
 - 7.1.2 Report faults and provide contact details for a response.

7.1.3 Contact the Council and leave details for further correspondence.

7.2 Cookies and website analytics may be used to improve our online services, and individuals can manage their cookie preferences.

7.3 For more information on how the Council uses website data, refer to the Southwater Parish Council Privacy Notice, which is available on our website.

8. Information Sharing

8.1 The Council may share information with other public authorities or emergency services where necessary for public interest, safety, or law enforcement purposes.

8.2 If personal data is shared with third parties, the Council will ensure appropriate data protection agreements are in place.

8.3 The Council will not sell or distribute personal data to third parties for commercial purposes.

9. Transfer of Data Outside the European Economic Area

9.1 The Council will only transfer your personal data outside the UK where appropriate safeguards are in place in compliance with UK GDPR.

10. How Long Does the Council Keep Data

10.1 The Council follows a data retention policy (Retention and Disposal of Documents Policy) that specifies how long different types of data are kept.

10.2 Where individuals request removal of their personal data, the Council will continue to maintain a core set of personal data to ensure it does not contact you inadvertently in future. The Council may also need to retain some records about you for statutory purposes.

11. Protecting your Information

11.1 The Council is committed to safeguarding personal information. Security measures include:

- Restricted access to personal data.
- Encryption and secure storage of data.

- Regular staff training on data protection.
- Reporting and investigating data breaches in accordance with ICO guidelines.

12. Data Breach Procedure

- 12.1 A personal data breach is any incident which leads to the accidental or unlawful loss, alteration, unauthorised disclosure of, or access to, personal data.
- 12.2 All data breaches must be reported immediately to the Data Protection Officer.
- 12.3 For more information on how the Council will handle a data breach refer to the Council's adopted Information Security Incident Policy.

13. Rights of Individuals

- 13.1 Individuals have the right to:

- Request access to their personal data.
- Request correction of inaccurate data.
- Request deletion of data where applicable.
- Object to processing in certain circumstances.
- Restrict processing to limit how data is used in certain cases.
- Data portability, to receive their personal data in a structured, commonly used format and transmit it to another controller, where applicable.
- Rights relating to automated decision making and profiling, however the Council does not generally use such technologies and will explain rights clearly if introduced.

- 13.2 Any requests for further information can be made to:

The Data Protection Officer: Executive Officer, Southwater Parish Council, Beeson House, 26 Lintot Square, Southwater, West Sussex RH13 9LA.

Telephone: 01403 733202

Email: enquiry@southwater-pc.gov.uk

If you are dissatisfied with the handling of your request or a complaint, you have the right to appeal to the Information Commissioner. There is no charge for making an appeal. The Commissioner can be contacted as follows:

The Information Commissioner's Office (ICO), Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Telephone: 01625 545745 or 03031 231113 (local rate)
Email: casework@ico.gov.uk

14. Review of Policy

- 14.1 This policy will be reviewed every 3-years or in accordance with changes in the law to ensure continued compliance with UK GDPR and any legal updates.