

The Parish Council of Little Harrowden



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Data Protection Policy

Procedure reviewed and re-adopted at the meeting of Little Harrowden Parish Council held on: 10.05.23

Updated and adopted: 9th September 2026

Signed:

Name:

Position:

Date:

Data Protection Policy

Little Harrowden Parish Council recognises its responsibility to comply with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, as amended, and other applicable data protection legislation, which regulate the processing of personal data. Personal data does not have to be sensitive information; it can include information such as a name, address or email address where an individual can be identified.

UK General Data Protection Regulation (UK GDPR)

The UK GDPR sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how personal information can be collected, handled and used. The UK GDPR applies to anyone holding personal information about people, electronically or on paper. Little Harrowden Parish Council is registered with the Information Commissioner's Office (ICO) where required and complies with its applicable data protection obligations.

When dealing with personal data, Little Harrowden Parish Council staff and members must ensure that:

- **Data is processed fairly, lawfully and in a transparent manner**
This means that the Council must have an appropriate lawful basis for processing personal data and must be open and honest about why the information is required and how it will be used. Where special category or criminal offence data is processed, the Council will also identify any additional condition required by law.
- **Data is processed for specified purposes only**
This means that data is collected for specific, explicit and legitimate purposes only.
- **Data is relevant to what it is needed for**
Data will be monitored so that too much or too little is not kept; only data that is needed should be held.
- **Data is accurate and kept up to date and is not kept longer than it is needed**
Personal data should be accurate, if it is not it should be corrected. Data no longer needed will be shredded or securely disposed of.
- **Data is processed in accordance with the rights of individuals**
Individuals must be informed, upon request, of all the personal information held about them.
- **Data is kept securely**
There should be protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.
- **The Council is responsible for, and must be able to demonstrate, compliance**
Little Harrowden Parish Council will maintain appropriate policies, procedures and records to demonstrate compliance with data protection legislation.

Storing and accessing data

Little Harrowden Parish Council recognises its responsibility to be open with people when taking personal details from them. This means that staff must be honest about why they want a particular piece of personal information.

Little Harrowden Parish Council may hold personal information about individuals such as their names, addresses, email addresses and telephone numbers.

Personal information held by the Council will be stored securely and access will be restricted to authorised persons.

Electronic information will be protected by appropriate technical and organisational security measures.

Personal data will not be retained for longer than necessary and will be securely deleted or destroyed in accordance with the Council's Records Retention Policy and any applicable statutory retention requirements.

Little Harrowden Parish Council is aware that people have the right to access any personal information that is held about them. Subject Access Requests (SARs) may be made verbally or in writing, including by letter, email or social media. A request does not need to refer specifically to the UK GDPR or use the words "subject access request" to be valid.

If a person requests to see any data that is being held about them, the SAR response must detail:

- How and to what purpose personal data is processed
- The period Little Harrowden Parish Council tend to process it for
- Anyone who has access to the personal data

The response must be provided without undue delay and normally within one month and should be free of charge. The response period may be extended where permitted by data protection legislation. Please see the Council's Subject Access Request (SAR) Procedure for further details.

If a SAR includes personal data relating to another individual, Little Harrowden Parish Council will consider the rights of that individual before disclosure. Information may be redacted where appropriate, consent may be sought where necessary, or information may be disclosed where permitted by data protection legislation.

Individuals have the right to:

- have their data rectified if it is incorrect;
- request erasure of the data;
- request restriction of processing of the data; and
- object to data processing, although rules do apply to those requests.

Little Harrowden Parish Council's Subject Access Request Procedure gives full details.

Confidentiality

Little Harrowden Parish Council members and staff must maintain the confidentiality and security of personal data. Personal information relating to complaints, enquiries or other Council business must not be disclosed to unauthorised persons and will only be shared where there is an appropriate lawful basis or other legal justification for doing so.