RINGMER Parish Council

Data Protection Policy

1. Introduction
Ringmer Parish Council ("the Council") is committed to protecting the rights and freedoms of individuals with respect to the processing of their personal data. This policy sets out how the Council collects, uses, stores, and protects personal data in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Scope
This policy applies to all personal data processed by the Council, including data held electronically, on paper, or by other means. It applies to councillors, employees, volunteers, and third parties acting on behalf of the Council.

3. Principles of Data Protection
The Council adheres to the following principles when processing personal data. Personal data shall be:

- Processed lawfully, fairly, and in a transparent manner;
- Collected for specified, explicit, and legitimate purposes and not further processed in a manner incompatible with those purposes;
- Adequate, relevant, and limited to what is necessary;
- Accurate and kept up to date;
- Kept only for as long as is necessary;
- Processed in a manner that ensures appropriate security.

4. Lawful Basis for Processing
The Council will ensure that at least one lawful basis under Article 6 of the UK GDPR applies whenever it processes personal data. Common bases used by the Council include:

- Consent (e.g., mailing lists)
- Legal obligation (e.g., maintaining financial records)
- Public task (e.g., managing parish services)
- Contract (e.g., employment contracts)

5. Data Subject Rights
Individuals have the following rights under GDPR:

- Right to be informed;
- Right of access;

- Right to rectification;
- Right to erasure (in certain circumstances);
- Right to restrict processing;
- Right to data portability;
- Right to object;
- Rights in relation to automated decision-making and profiling (not typically used by the Council).

Requests to exercise any of these rights should be directed to the Council Clerk, who acts as the Council's Data Protection Officer.

6. Data Security
The Council takes appropriate technical and organisational measures to protect personal data from accidental or unlawful destruction, loss, alteration, unauthorised disclosure, or access.

7. Data Sharing and Third Parties
Personal data will only be shared with third parties where there is a lawful basis for doing so and appropriate safeguards are in place. Any third-party contractors or data processors must provide sufficient guarantees regarding the protection of dat

8. Data Retention
The Council retains personal data in accordance with its Document Retention and Disposal Policy, ensuring data is not kept longer than necessary.

9. Data Breaches
In the event of a data breach, the Council will follow the appropriate procedures in line with ICO guidance, including notification where required.

10. Contact and Complaints
For any queries or complaints about how the Council handles personal data, please contact:

Parish Clerk
Parish Rooms, Old School Close, Ringmer, BN8 5RA
Tel: 01273 813242
Email: clerk@ringmerparishcouncil.gov.uk

If you are not satisfied with our response, you may lodge a complaint with the Information Commissioner's Office (ICO):**www.ico.org.uk**

11. Policy Review
This policy will be reviewed annually or when legislation or guidance changes.

Next review due	May 27
Reviewed:	5th May 2026
Adopted at Full Council Meeting:	10th June 2025