

GDPR & Data Protection Policy 2025

In the UK, personal information is governed by the General Data Protection Regulation and the Data Protection Act 2018.

These two pieces of legislation decides how we handle personal data, whilst we protect individual privacy rights. The parish council receives data several ways, mainly by email communication or via telephone and occasionally via letter.

Please check our website, or noticeboard first, to see if the information is available before making any request. It is also worth looking at the Information Commissioner's website at www.ico.org.uk, which has guidance for members of the public on making requests.

The contact details for making a request are – The Executive Clerk, Denham Parish Council, rear of Village Hall, Village Road, Denham UB9 5BN or via email

clerk@denhambucks-pc.gov.uk

When receiving this information, we must follow strict rules as described on GOV.UK website for data protection principles.

We will acknowledge receipt of a request for personal information as soon as possible. We will provide a written response as soon as possible and, in any event, within one month¹ of receipt of the request. The time period starts from the day after the request is received to the corresponding calendar date in the following month. If the corresponding date falls over a weekend or bank holiday, it will be the next working day.

This period can be extended by a further two months for complex or numerous requests. However, if repeated requests are made that are similar to one made previously it may be refused. The Data Protection Act 2018 also provides for refusing on the basis of 'manifestly unfounded or excessive' requests (section 53). This will depend on the amount of work required, and the balancing act of weighing up your rights of access to personal data.

Exemptions

Possible exemptions include:

- References given (not received)
- Publicly available information
- Management information (such as restructuring or possible redundancies)
- Negotiations with the requestor
- Legal advice and proceedings
- Third Party Data

¹ Data Protection Act 2018

Denham Parish Council Clerk and Councillors must ensure that:

- Data is processed fairly and lawfully
- Data is processed for specific purposes
- Data is relevant and limited to only what is necessary
- Data is accurate and kept up to date
- Data is not kept longer than it is needed
- Data is processed in accordance with the rights of individuals
- Data is kept securely

Personal information should only be collected if staff or Councillors require the information as part of identifying an individual for a survey or responding to an enquiry and whether the individual wants to provide that information.

Data information collected will be limited to the issue that is necessary and no more than is required.

Information provided should be accurate, in order for the right information to be supplied, as a response.

Data provided is kept confidential to the person concerned, under the rights of the legislation.

The data is kept securely on the individual, so that it is not divulged to another individual.

The Rights of the Individual

Under the legislation, you have rights in relation to your personal data, with some exceptions. These include the right to:

- Be informed about how your data is being used
- Access personal data
- Have incorrect data updated
- Have data erased
- Stop or restrict the processing of your data
- Data portability (To re-use the data for different services)
- Object to how your data is processed

Roles and responsibilities

The Executive Clerk has the overall responsibility for ensuring that the Parish Council complies with all relevant data protection obligations and acts of Parliament.

If there are any concerns about information supplied, written communication should be sent to the Executive Clerk/RFO at DPC, clerk@denhambucks-pc.gov.uk for it to be reviewed.

All staff have a duty to protect the data collected on behalf of the Parish Council and to ensure that it is securely stored, until such a time when the information is no longer required.

Any questions, relating to the processing of data received, should be referred to the Executive Clerk/RFO.

All Staff and Councillors

All staff and Councillors will ensure that:-

- Personal information is treated in a confidential manner in accordance with this and any associated policies.
- The rights of data subjects are respected at all times
- Personal information is only used for the stated purpose, unless explicit consent has been given by the data subject to use their information for a different purpose.
- Personal information is only disclosed on a strict need to know basis, to recipients who are entitled to that information.
- Personal information held within applications, systems, personal or shared drives is only accessed in order to carry out work responsibilities.
- They raise actual or potential breaches of the Data Protection Act to the Executive Clerk/RFO as soon as the breach is discovered.

It is the responsibility of all staff and Councillors to ensure that they comply with the requirements of this policy and any associated policies and procedures.

If you wish to raise a complaint about the processing of your personal data

If you are unhappy with the service you have received in relation to your request and wish to request an internal review of our decision you can contact us by email:

clerk@denhambucks-pc.gov.uk

Executive Clerk and RFO

Denham Parish Council, Rear of Village Hall, Village Road, Denham UB9 5BN

If your concerned about how an organisation is handling your personal data

You can contact Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or contact 0303 123 1113

Find out what data an organisation has about you – Contact the Clerk/RFO

Derek Wilson

Executive Clerk and RFO

February 2025