

Feckenham Parish Council – GDPR Policy (2026)

1. Introduction

Feckenham Parish Council is committed to protecting personal data in line with the UK GDPR and Data Protection Act 2018. This policy explains: - Why personal data is collected and processed - The Council's legal responsibilities as a Data Controller - How personal data is handled and protected

Note: This policy is separate from the IT & Data Handling Policy, which focuses on technical security, devices, and email usage.

2. Scope

This policy applies to: - All Parish Councillors - The Parish Clerk (the Council's only employee) - Volunteers or contractors handling personal data

3. Data Controller

Feckenham Parish Council is the Data Controller. The Clerk acts as the Council's **Data Protection Lead**. Responsibilities include: - Ensuring lawful processing - Responding to data subject requests - Maintaining ICO registration

4. Lawful Basis and GDPR Principles

The Council follows GDPR principles: - Process personal data lawfully, fairly, and transparently - Collect data for specified purposes only - Only collect and retain necessary data - Maintain accuracy and security

Lawful bases include: - Legal obligation (e.g., payroll, audits) - Public task (council functions) - Consent (where applicable)

5. Data Subject Rights

Individuals have the right to: - Access their personal data (Subject Access Request) - Correct inaccuracies - Request erasure where applicable - Object or restrict processing - Request portability (where applicable)

All requests are handled by the Clerk within statutory timeframes.

Adopted 5th March 2026

6. Data Retention and Processing

Data is retained according to the Council's Data Protection Roadmap (Feb 2026). The full roadmap is included as **Appendix A**.

7. Data Sharing

Personal data may be shared with: - HMRC and other statutory bodies - External auditors - Service providers (cloud storage, accounts software) - Police or insurers (in incidents)

All sharing is documented and lawful.

8. Data Security

While technical safeguards are detailed in the IT Policy, the Council ensures: - Access limited to authorised individuals - Physical and digital data protection - Use of encrypted storage, secure cloud services, and regular backups

9. Data Breaches

Breaches must be reported to the Clerk immediately. The Clerk will: - Record and assess the breach - Mitigate risk - Notify the ICO within 72 hours if required

10. ICO Registration

Feckenham Parish Council is registered with the ICO as a Data Controller. The Clerk ensures: - Registration is up to date - Annual fee is paid - The ICO is the point of contact for queries

11. Relationship with Other Policies

- **IT & Data Handling Policy** – covers devices, email, MFA, backups
 - **Document Retention Policy** – details long-term retention and deletion
 - **Privacy Notice** – publicly explains how personal data is used (see **Appendix B**)
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12. Training

Councillors receive induction on IT and data protection. There is free training available on the Local Government website along with other courses. Should a cost be implemented please do check with the Clerk before enrolling. Councillor e-learning is available via the Local Government Association. [Councillor e-learning | Local Government Association](#)

Alternatively, similar courses are available via our County Association:

<https://worcscalc.org.uk/events/elearning/146-essentials-skills/846-data-protection-essentials>

There is a rolling programme of courses suitable through Worcs Calc. If you are interested in these, do let the Clerk know. These sessions are currently available by Zoom and the Council does budget to include them, but you need to check prior to booking.

Training records are kept by the Clerk.

13. Review

This policy is reviewed annually or when legislation or council practices change.

14. Appendices

Appendix B – Privacy Statement

The Council maintains an up-to-date Privacy Notice on its website, which explains to individuals how their personal data is collected, used, and their rights. This GDPR Policy supports that notice by setting out the Council's internal responsibilities and legal obligations.