

# YEOVIL WITHOUT PARISH COUNCIL

## Data Protection Policy



### 1. Introduction

Yeovil Without is committed to protecting personal data and handling information lawfully, fairly and transparently in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The Council is registered with the Information Commissioner's Office (ICO) as a Data Controller.

### 2. Data Protection Principles

Personal data will be:

1. Processed lawfully, fairly and transparently;
2. Collected for specified, explicit and legitimate purposes;
3. Adequate, relevant and limited to what is necessary;
4. Accurate and kept up to date where necessary;
5. Retained only for as long as necessary;
6. Processed securely to prevent unauthorised access, loss or damage;
7. Processed in accordance with the rights of individuals.

### 3. Purpose of Processing

The Council may process personal data for purposes including:

- staff administration,
- payroll and pensions,
- financial records,
- cemetery or allotment administration (if applicable),
- correspondence,
- grant applications,
- contractor management,
- legal obligations,
- and delivery of council services.

Only data necessary for these purposes will be collected and retained.

### 4. Special Category Data

Where special category data is processed, the Council will ensure that:

- there is a lawful basis for processing,
- the information is kept secure,
- and access is restricted appropriately.

## 5. Data Security

The Council will take reasonable technical and organisational measures to protect personal data, including:

- password protection,
- secure storage,
- restricted access,
- secure disposal of records,
- and appropriate use of council devices and email systems.

## 6. Retention of Records

Records containing personal data will only be retained for as long as necessary in accordance with legal, financial and operational requirements.

Documents will be securely disposed of when no longer required.

## 7. Individual Rights

Individuals have rights under UK GDPR including:

- the right to access their personal data,
- the right to rectification,
- the right to erasure where applicable,
- the right to restrict processing,
- and the right to complain to the Information Commissioner's Office.

Subject Access Requests will normally be responded to within one calendar month.

## 8. Information Commissioner's Office

Further information is available from:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Telephone: 0303 123 1113

[Information Commissioner's Office](#)