

Briercliffe with Extwistle Parish Council

Data Protection Policy



Adopted by: Briercliffe with Extwistle Parish Council – 6th August 2026

Minute Number – 26/27/094 Next Review: August 2029 / Every 3 years or earlier if required

1. Introduction

Briercliffe with Extwistle Parish Council is committed to ensuring that all personal data is handled lawfully, fairly and transparently, in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This policy has been reviewed and updated to align with:

- National Association of Local Councils (NALC) guidance and model policies
- Common parish council best practice within Burnley Borough
- Current UK data protection legislation

2. Purpose of the Policy

The Parish Council is committed to being transparent about how it collects and uses personal data and to meeting its data protection obligations.

This policy sets out the Council's approach to data protection and explains the rights and responsibilities of individuals whose data we process.

This policy applies primarily to HR-related personal data, including data relating to:

- Current and former employees
- Job applicants
- Workers and contractors
- Volunteers

This policy does not cover personal data relating to members of the public processed as part of statutory council business

3. Data Protection Officer / Responsible Officer

The Parish Council has appointed Rachel Greenwood, Clerk & Responsible Financial Officer (RFO) as the officer with responsibility for data protection compliance.

All queries, concerns, or requests relating to data protection should be directed to the Clerk.

4. Data Protection Principles

The Parish Council processes personal data in accordance with the principles set out in Article 5 of the UK GDPR. This means personal data shall be:

- Processed lawfully, fairly and transparently
- Collected for specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary

- Accurate and where necessary kept up to date
- Kept in a form which permits identification of individuals for no longer
- Processed in a manner that ensures appropriate security, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

The Parish Council will:

- Clearly explain what personal data is processed and why
- Not use personal data for unrelated purposes without informing the individual and identifying the legal basis
- Not process personal data without a lawful basis
- Maintain records of processing activities in line with GDPR requirements

5. Scope of Policy

This policy applies to:

- Councillors
- Employees (including the Clerk)
- Volunteers
- Contractors and agents acting on behalf of the Council

All individuals working for or on behalf of the Council are required to handle personal data in accordance with this policy and associated procedures.

6. Individual Responsibilities

Individuals must:

- Ensure that any personal data they provide to the Council is accurate and kept up to date
- Notify the Clerk promptly of any changes, such change of address or bank details.
- Handle personal data securely and confidentially at all times.
- Report any suspected data breaches or concerns immediately to the Clerk.
- Failure to comply with this policy may result in disciplinary action where applicable

7. Lawful Bases for Processing

The Parish Council processes personal data under one or more of the following lawful bases:

- Legal obligation
- Performance of a contract
- Legitimate interests (where appropriate)
- Consent (where required)

Special category personal data will only be processed in accordance with additional legal safeguards.

8. Subject Access Requests (SAR's)

Individuals have the right to request access to their personal data

Requests should be made in writing (email is acceptable) to the Clerk.

The Parish Council will respond within one calendar month, in accordance with UK GDPR requirements.

Before releasing any information, the Council will require proof of identity. No information will be disclosed until satisfactory proof of identity has been received and verified. Verification may be carried out by the Clerk or another authorised Councillor, and is not solely the responsibility of the Clerk.

Examples of acceptable identification may include: a passport, driving licence, recent utility bill, or other official documentation sufficient to confirm identity.

The response will include:

- Confirmation of whether personal data is being processed
- The purpose of the processing
- Categories of personal data held
- To whom your data is or may be disclosed (recipients or categories of recipients)
- Retention period or criteria used
- Rights to rectification, erasure, restriction or objection
- The right to complain to the Information Commissioners Office (ICO)

9. Other Individual Rights

Individuals may, in writing, request the Council to:

- Rectify inaccurate or incomplete data
- Erase data where processing is unlawful
- Cease processing where data is no longer required
- Restrict processing in certain circumstances
- Object to processing based on legitimate interests

Complaints may also be made directly to the Information Commissioners Office

Website www.ico.org.uk

10. Data Security and Breaches

The Parish Council will:

- Store personal data securely (both electronic and paper records)
- Limit access to personal data to authorised individuals only
- Use password protection and encryption where appropriate
- Provide guidance and training to councillors and staff as required

All data breaches or suspected breaches must be reported immediately to the Clerk. Breaches will be assessed and, where required, reported to the ICO within 72 hours.

11. Document Retention

Personal data will be retained only for as long as necessary.

Typical retention periods

- **Financial & Tax:** 6 years plus current accounting year.
- **Employee/HR Records:** Normally 6 years after employment ends

12. Governance and Management (Roles and Responsibilities)

Full Council

- Overall responsibility for adoption and review of the policy
- Ensure compliance with legal obligations

Clerk

- Day-to-day implementation
- Monitoring compliance
- Acting as the first point of contact for data protection matters

Councillors

- Comply with this policy
- Report concerns or breaches promptly

13. Monitoring and Review

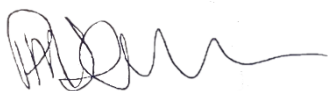
This policy will normally be reviewed every **three** years or earlier if required due to:

- Legislative changes
- Changes to Council operations
- Updated national guidance (including NALC and ICO)

14. Adoption

This policy was adopted by Briercliffe with Extwistle Parish Council at a meeting Minute Ref **26/27/094**.

Chair Signature:



Date 6th August 2026