



Yarkhill Parish Council

**Data Protection Policy
(UK GDPR & Data Protection Act 2018)**

Approved: 07.05.2026

1. Introduction

Yarkhill Parish Council is committed to protecting personal data and ensuring it is processed lawfully, fairly, and securely in accordance with UK GDPR, the Data Protection Act 2018, and ICO guidance.

2. Data Controller

Yarkhill Parish Council is the Data Controller.

Michael Greenfield

Clerk & Responsible Financial Officer

Email: clerkyarkhillparishcouncil@gmail.com

Website: <https://yarkhillparishcouncil.gov.uk>

3. Data Protection Principles

Personal data shall be processed lawfully, fairly and transparently; collected for specified purposes; limited to what is necessary; accurate; retained only as long as necessary; secure; and processed with accountability.

4. Lawful Basis

Processing is based on public task, legal obligation, consent, or contract as appropriate.

5. Types of Data

Includes contact details, employment data, councillor details, correspondence, and financial information.

6. Use of Data

Used to deliver services, manage staff and councillors, maintain records, respond to enquiries, and meet legal obligations.

7. Individual Rights

Includes access, rectification, erasure, restriction, objection, and complaint to the ICO.

8. Data Security

Data is protected through secure systems, restricted access, password protection, and safe storage.

9. Data Sharing

Data may be shared with authorities, HMRC, and service providers where necessary and lawful.

10. Data Retention

Data is retained only as necessary and disposed of securely.

11. Data Breaches

Breaches are recorded, assessed, and reported to the ICO within 72 hours if required.

12. Responsibilities

Council ensures compliance; Clerk manages data protection; Councillors must handle data responsibly.

13. ICO Registration

The Council is registered with the ICO and pays the required fee.

14. Review

This policy is reviewed annually or when legislation changes.