St. Albans Parish Council

Email: clerk@stalbanspc.org Web: www.stalbanspc.org

Data Protection (GDPR) Policy

1. Introduction

St. Albans Parish Council ("the Council") is committed to protecting the privacy and personal data of individuals in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This policy explains how the Council collects, uses, stores, and protects personal data.

2. Data Controller

St. Albans Parish Council is the Data Controller.

Contact details:
Clerk to the Council: **Callum Bryant**
Email: **clerk@stalbanspc.org**
Address: **St. Albans Parish Council c/o 45 Tyburn Close, Nottingham, NG5 9PL**

3. What Personal Data We Collect

The Council may collect and process personal data including (but not limited to):

- Names, addresses, email addresses, and telephone numbers
- Information provided by residents when contacting the Council
- Employment and payroll information relating to the Clerk
- Details of contractors or suppliers
- Records required for statutory, financial, or legal purposes

The Council only collects personal data that is necessary for its functions.

4. How We Use Personal Data

Personal data is processed only where there is a lawful basis, including:

- To carry out the Council's statutory duties
- To respond to enquiries or correspondence
- To manage employment, finance, and contracts
- To comply with legal or regulatory obligations

Personal data is not used for marketing purposes.

5. Lawful Basis for Processing

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

- Legal obligation
- Public task
- Contract
- Consent (where required)

6. Data Storage and Security

Personal data is stored securely in electronic and/or paper form. The Council takes reasonable steps to protect personal data from loss, misuse, unauthorised access, or disclosure.

Access to personal data is restricted to the Clerk and Councillors only where necessary to carry out Council business.

7. Data Retention

Personal data is retained only for as long as necessary and in accordance with statutory requirements or the Council's document retention arrangements. Data is securely destroyed when no longer required.

8. Data Sharing

The Council does not share personal data with third parties unless:

- Required by law
- Necessary to carry out Council business (for example, auditors or payroll providers)

Any third parties are expected to comply with data protection legislation.

9. Individual Rights

Under data protection law, individuals have the right to:

- Access their personal data
- Request correction of inaccurate or incomplete data
- Request erasure (where applicable)
- Restrict or object to processing
- Lodge a complaint with the Information Commissioner's Office (ICO)

Requests should be made in writing to the Clerk.

10. Review

This policy will be reviewed periodically and updated as required.

Adopted by St. Albans Parish Council on _____.