Data Protection Policy

Ingol and Tanterton Neighbourhood Council

# 1. Introduction

Ingol and Tanterton Neighbourhood Council is committed to protecting the privacy and security of personal data. This policy sets out how we comply with the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.

# 2. Scope

This policy applies to:  
- Councillors  
- The Clerk and any staff  
- Contractors and volunteers

# 3. Our Responsibilities

We will:  
- Process personal data lawfully  
- Only collect necessary data  
- Keep it accurate  
- Store it securely  
- Keep it only as long as needed  
- Respect individuals' rights  
- Report breaches

# 4. Lawful Bases for Processing

We rely on:  
- Legal obligation  
- Public task  
- Consent  
- Contract

# 5. Individuals' Rights

We recognise the right to:  
- Access  
- Rectify  
- Erase (in some cases)  
- Restrict or object  
- Withdraw consent

# 6. Data Security

We will:  
- Lock away records  
- Use strong passwords  
- Avoid personal email for council business  
- Back up data regularly

# 7. Breach Reporting

All councillors and staff must report any suspected data breach to the Clerk. Serious breaches will be reported to the ICO within 72 hours where required.

# 8. Data Retention

We will follow a Retention Schedule for storing and securely deleting data. Historical records may be kept for public interest.

# 9. Policy Review

This policy was adopted on   
Review due: September 2027.