



Community Hall, Little Stoke Lane, Little Stoke
South Gloucestershire, BS34 6HR
Tel: 01454 865202
Email: admin@stokegifford.org.uk
Web: www.stokegifford.org.uk

GDPR POLICY

Parish Councils are **data controllers** under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This means they are legally responsible for how they collect, store, and use personal information about residents, staff, and councillors.

Core Compliance Requirements

To comply with GDPR, Stoke Gifford Parish Council must maintain a suite of specific documents and procedures:

- **Data Protection Policy:** An internal document outlining the council's commitment to data protection principles.
- **Privacy Notices:** Public-facing documents that explain what data is collected, why it is needed, and how long it is kept.
- **Information Audit (Data Map):** A record of all personal data the council holds, where it came from, and who it is shared with.
- **Retention Policy:** A schedule defining how long different types of records (e.g., minutes, staff records, financial data) must be kept before being securely destroyed.
- **Data Breach Policy:** Procedures for detecting, investigating, and reporting personal data breaches to the Information Commissioner's Office (ICO) within **72 hours**.
- **Subject Access Request (SAR) Procedure:** A plan for responding to individuals who request a copy of their personal data, typically within **one month**.

The 7 Key Principles

Every council activity involving personal data must adhere to these principles:

1. **Lawfulness, fairness, and transparency:** Be open about data use and have a valid legal basis (e.g., public task or legal obligation).
2. **Purpose limitation:** Use data only for the specific reason it was collected.
3. **Data minimisation:** Collect only what is absolutely necessary.
4. **Accuracy:** Keep data up to date and correct errors immediately.
5. **Storage limitation:** Delete data when it is no longer required.
6. **Integrity and confidentiality:** Ensure technical security (e.g., encryption, password protection).

7. **Accountability:** Be able to demonstrate compliance through documentation and training.

Practical Implementation

- **Data Protection Officer (DPO):** Parish councils are **not** required to appoint a formal DPO, but they must still have someone responsible for data protection. The Parish Clerk will act as the DPO, advised by One West.
- **ICO Registration:** Councils must register as a data controller and pay an annual data protection fee to the [Information Commissioner's Office](#).
- **Email & Devices:** Councillors should use dedicated council email addresses rather than personal ones to separate official business from personal data.
- **Websites:** Ensure sites use SSL certificates (HTTPS) for encrypted data transmission and have compliant cookie consent banners.

Reviewed by the Parish Council May 2026