



Sturminster Newton Town Council

Data Protection Policy (UK GDPR)

Sturminster Newton Town Council (“the Council”) is committed to protecting personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This policy sets out how the Council collects, stores, uses, and protects personal data in the course of its duties.

This policy should be read alongside the Council’s Freedom of Information Policy, Records Retention and Disposal Policy, and Privacy and Data Protection Policies.

Summary of the UK GDPR Framework

Category	Key Points
Data Protection Principles	Lawfulness, fairness and transparency · Purpose limitation · Data minimisation · Accuracy · Storage limitation · Integrity and confidentiality
Lawful Bases for Processing	Public task · Legal obligation · Contract · Consent · Vital interests · Legitimate interests
Individual Rights	To be informed · Access · Rectification · Erasure · Restriction · Portability · Objection · Automated decision-making

1. Introduction

The Council recognises that the correct and lawful treatment of personal data is essential to maintaining confidence in the Council and ensuring compliance with data protection legislation.

This policy applies to all councillors, employees, volunteers, and contractors who handle personal data on behalf of the Council.

2. Data Protection Principles

The Council will comply with the six principles of data protection as set out in Article 5 of the UK GDPR:

1. Lawfulness, fairness and transparency
2. Purpose limitation

3. Data minimisation
4. Accuracy
5. Storage limitation
6. Integrity and confidentiality

The Council is responsible for and must be able to demonstrate compliance with these principles.

3. Lawful Bases for Processing

The Council will only process personal data where a lawful basis applies under Article 6 of the UK GDPR, most commonly:

- Public Task – to perform official duties or powers.
- Legal Obligation – to comply with a legal or statutory requirement.
- Contract – to deliver a service or agreement.
- Consent – where freely given (e.g. mailing lists, photos).
- Vital Interests – to protect someone's life.
- Legitimate Interests – in limited cases where appropriate and proportionate.

4. Roles and Responsibilities

The Town Clerk is the Council's Data Protection Lead and is responsible for overseeing compliance and providing advice.

All councillors, employees, and volunteers must comply with this policy and attend data protection training where provided.

Contractors handling personal data on behalf of the Council must sign a written agreement setting out their obligations under the UK GDPR.

5. Individual Rights

Individuals have the following rights under the UK GDPR:

1. To be informed
2. Access to their personal data
3. Rectification of inaccurate or incomplete data
4. Erasure ('right to be forgotten')
5. Restriction of processing
6. Data portability
7. To object to processing
8. Rights related to automated decision-making and profiling

Requests to exercise these rights should be made in writing to the Town Clerk.

6. Data Sharing

The Council may share personal data where required by law or where necessary to deliver services, for example with Dorset Council or contractors.

Any data sharing will be limited to what is necessary, carried out securely, and governed by written agreements.

7. Data Security and Breach Reporting

Personal data must be stored securely, whether in paper or electronic form, and access restricted to authorised users only.

Any data breach must be reported immediately to the Town Clerk, who will assess the incident and, if necessary, report it to the Information Commissioner's Office (ICO) within 72 hours.

Affected individuals will be informed where required.

8. Retention and Disposal

Personal data will be retained only for as long as necessary for the purpose collected, in accordance with the Council's Records Retention and Disposal Policy.

Data will be securely destroyed by shredding, deletion, or other appropriate means.

9. Privacy Notices

The Council publishes privacy notices explaining how personal data is used for specific services such as allotments, events, and employment.

10. Training and Awareness

All councillors, employees, and volunteers will receive appropriate data protection training and updates.

11. Access and Queries

Any questions or requests relating to data protection should be directed to:

Town Clerk, Sturminster Newton Town Council

The Council Office, Old Market Hill, Sturminster Newton, DT10 1FH

Tel: 01258475136 Email: townclerk@sturminsternewton-tc.gov.uk

Adopted: October 2025

Next Review Due: October 2027