

Data Protection Policy

Version 1: Adopted by Ruskington Parish Council on 9 December 2025:

Minute Ref: 9.5, page 96-2025, in order to comply with the requirements of the General Data Protection Regulations (GDPR), which came into force on 25 May 2018.

For review in December 2026.

The Data Protection Policy

Ruskington Parish Council recognises its responsibility to comply with the General Data Protection Regulations (GDPR) 2018 (amended 2021) which regulates the use of personal data.

General Data Protection Regulations (GDPR)

The GDPR sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how personal information can be collected, handled and used. The GDPR applies to anyone holding personal information about people, electronically or on paper.

Your personal data – what is it?

'Personal data' is any information about a living individual, which allows them to be identified from that data (for example a name, photographs, videos, (including CCTV footage) email address, or address). Identification can be by directly using the personal data itself or by combining it with other information which helps to identify a living individual. The processing of personal data is governed by legislation relating to personal data, which applies in the United Kingdom including the GDPR and other local legislation relating to personal data and rights such as the Human Rights Act.

Council information

This Data Protection Policy is provided by Ruskington Parish Council, and exists, both as a Council working Policy, but as a General Public information source on its website.

The Council's address is:

7-9 High Street, Ruskington, Sleaford, NG34 9DY

The Council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses.

The council will comply with GDPR. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that are explained within this Policy and not used in any way that is incompatible with those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data from loss, misuse, unauthorised access and disclosure.

Council uses your personal data for some or all of the following purposes:

- To deliver public services and to understand your needs to provide the services that you request;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone, text message, Messenger or via the Council's website.
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, surveys, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council

What is the legal basis for processing your personal data?

The Council has always required a legal basis to process personal data. The GDPR include five lawful bases for local councils. It is possible for more than one to apply at the same time. The five bases are:

1. **Compliance with legal obligation:** The council is a public authority and has certain powers and duties. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Policy sets out your rights and the council's obligations to you in detail.

2. **Contractual necessity:** We may also process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.
3. **Consent:** Sometimes the use of your personal data requires your consent. On these occasions we will first obtain your written consent to that use.
4. **Vital interests:** It is possible to process personal information to protect an individual without their consent e.g., in a life-or-death situation where emergency contact information is needed.
5. **Public Interest:** When the Parish Council is acting in the public interest, personal data may be processed if it is necessary to undertake the tasks.

When dealing with your personal data, Ruskington Parish Council staff and members will ensure that:

- Data is processed fairly, lawfully and in a transparent manner
This means that personal information should only be collected from individuals if staff have been open and honest about why they want the personal information.
- Data is processed for specified purposes only
This means that data is collected for specific, explicit and legitimate purposes only.
- Data is relevant to what it is needed for.
- Data will be monitored so that too much or too little is not kept; only data that is needed should be held.
- Data is accurate and kept up to date and is not kept longer than it is needed
Personal data should be accurate, if it is not, it should be corrected. Data no longer needed will be shredded or securely disposed of.
- Data is processed in accordance with the rights of individuals
Individuals must be informed, upon request, of all the personal information held about them.
- Data is kept securely
There should be protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

How long do we keep your personal data?

Ruskington Parish Council will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period. For example, the Grants of Exclusive Rights of Burial. It is current best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. Ruskington Parish Council may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or

pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will shred or delete it when it is no longer needed.

Your rights and your personal data

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

You have the following rights with respect to your personal data:

- **The right to be informed.** The right to access personal data we hold on you. At any time, you can request the data we hold on you as well as why we have it, who has access to it and where it was obtained from. We will respond to requests within one month of receiving them.
- **The right to 'correct' and 'update' the personal data we hold on you.** If the data we hold on you is out of date, incomplete or incorrect you can inform us and we will update it.
- **The right to have your personal data erased** if you feel we should no longer be using it or are using it unlawfully. When we receive your request, we will then either confirm that it has been deleted or explain why it cannot be deleted, e.g., because we need it to comply with a legal obligation.
- **The right to object to processing of your personal data or to restrict it to certain purposes only.** You can request us to stop processing your data or ask us to restrict what we do with it. When we receive your request, we will let you know if we are able to comply or if we have a legal obligation to continue.
- **The right to withdraw your consent** to the processing at any time for any processing of data to which consent was obtained.

Subject Access Requests

Ruskington Parish Council is aware that people have the right to access any personal information that is held about them. Subject Access Requests (SARs) must be submitted in writing (this can be done in hard copy or email). If a person requests to see any data that is being held about them, the SAR response must detail:

- How and to what purpose personal data is processed
- The period Ruskington Parish Council intends to process it for
- Anyone who has access to the personal data

The response must be sent within 30 days and should be free of charge.

If a SAR includes personal data of other individuals, Ruskington Parish Council must not disclose the personal information of the other individual. That individual's personal information may either be redacted, or the individual may be contacted to give permission for their information to be shared with the Subject.

Individuals have the right to have their data rectified if it is incorrect, the right to request erasure of the data, the right to request restriction of processing of the data and the right to object to data processing, although rules do apply to those requests.

Confidentiality

Ruskington Parish Council members and staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.

Links to other websites

The Ruskington Parish Council website may contain links to other websites. This privacy policy only applies to our website so when you link to other websites you should read their own privacy policies. Please address any queries concerning this privacy policy, our website or any other general query to us.

Changes to this policy

We keep this Data Protection Policy under regular review, and we will place any updates on the Ruskington Parish Council Website. This Policy was last updated in December 2025.

Confirmation that this Data Protection Policy is understood and the measures will be followed:

Please note: If you do not understand any part of this policy please speak to the Clerk of Council.

Name	Signature	Date

