



1. Purpose Mynnas

This policy sets out how the Parish Council ensures data is:

- processed lawfully, fairly, and transparently;
- used only for specified purposes; and
- kept secure and accurate.

2. Data protection principles Pennrewlys difresyans kedhlow

The Parish Council will follow the seven principles of:

1. lawfulness, fairness, transparency
2. purpose limitation;
3. data minimisation;
4. accuracy;
5. storage limitation;
6. integrity and confidentiality; and
7. accountability.

3. Lawful basis for processing Sel laghel rag dyghtyans

The Parish Council processes data under:

- public task;
- legal obligation; and
- consent (where applicable).

4. Individual rights Gwiryow unnik

Individuals have the right to:

- access their data;
- request correction;
- request erasure (where applicable);
- restrict or object to processing; and
- requests must be responded to within one month.

5. Data security Sekerder manylyon

The Parish Council will:

- store data securely;
- limit access to authorised persons; and
- protect against unauthorised access or loss.

6. Data retention Gwith manylyon

Data will not be kept longer than necessary.

Retention periods will follow the Parish Council's Document Management Policy.



7. Data breaches Torrvaow manylyon

In the event of a breach:

- it must be reported immediately;
- the Clerk will assess risk; and
- serious breaches will be reported to the Information Commissioner's Office within 72 hours.

8. Responsibilities Omgemeryansow

- **Parish Council:** Overall responsibility.
- **Clerk:** Data Protection lead.
- **Councillors:** Must comply with policy.

9. Review Daswel

This Policy will be reviewed:

- annually; or
- following changes in legislation or guidance.