



## 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.