SEALAND COMMUNITY COUNCIL

DATA PROTECTION POLICY – 2026

Sealand Community Council recognises its responsibility to comply with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, as amended, and other applicable data protection legislation.

Data protection legislation sets standards for handling personal information and protecting individuals' rights and freedoms.

The Council is subject to the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, as amended, and other applicable data protection legislation. The Council is subject to the current UK data protection framework: the Data Protection Act 2018 and the UK GDPR. These laws require that all personal data be processed fairly, lawfully, and transparently, and only for specified purposes. Data must be accurate, kept only as long as necessary, and stored securely.

The Council will provide individuals with information about the processing of their personal data in a concise, transparent, intelligible and easily accessible form, using clear and plain language, in accordance with applicable data protection legislation. This information will normally be provided free of charge.

Sealand Community Council has procedures in place to ensure that personal data is processed in accordance with applicable data protection legislation.

Sealand Community Council has appointed the Clerk as the designated Data Protection Officer.

When dealing with personal data, the Clerk and Councillors must ensure that:

IT IS PROCESSED FAIRLY AND LAWFULLY - This means that information should only be collected from individuals if staff and Councillors have been open and honest about why they want the information.

IT IS PROCESSED FOR SPECIFIED PURPOSES ONLY

IT 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.

IT IS ACCURATE AND KEPT UP TO DATE- Personal data should be accurate, if it is not it should be corrected.

IT IS NOT KEPT LONGER THAN IT IS NEEDED

IT IS PROCESSED IN ACCORDANCE WITH THE RIGHTS OF INDIVIDUALS - Individuals have rights under data protection legislation, including the right to access their personal data, subject to applicable legal requirements and exemptions.

IT IS KEPT SECURELY - This means that only staff and Councillors can access the data; it should be stored securely so it cannot be accessed by members of the public.

COLLECTING DATA

Sealand Community Council recognises its responsibility to be open with people when taking personal details from them. This means that staff must be honest about why they want a particular piece of information.

If a member of the public provides their telephone number to the Clerk or a member of the Council, it will be used for the purpose for which it was collected and will not be disclosed to third parties unless there is a lawful basis for doing so.

STORING AND ACCESSING DATA

Sealand Community Council may hold information about individuals such as their addresses and telephone numbers. These are kept in a secure location at the Clerk's place of residence and are not available for the public to access. All data stored is stored securely. Once data is not needed anymore, if it is out of date or has served its use, it will be shredded or deleted as appropriate.

The Council recognises that individuals have the right to access their personal data under data protection legislation, subject to applicable legal requirements and exemptions.

- They must be sent all of the information that is being held about them
- There must be explanation for why it has been stored
- There must be a list of who has seen it
- The Council will respond to a subject access request without undue delay and normally within one calendar month of receipt. Where permitted by law, the response period may be extended by up to a further two months for complex or multiple requests. The individual will be informed of any extension and the reasons for it within the initial month.

SEALAND COMMUNITY COUNCIL

- Requests that are manifestly unfounded or excessive may be refused or a charge made
- If a request is refused, a reason must be given.

If an individual requests that their data is rectified or erased, this will be carried out.

DISCLOSURE OF INFORMATION

If an elected member of the Council, for example a Councillor needs to access information to help carry out their duties, this is acceptable. They are only able to access as much information as necessary and it should only be used for that specific purpose. If for instance someone has made a complaint about over hanging bushes in a garden, a councillor may access an address and telephone number of the person who has made the complaint so they can help with the enquiry. They can only do this providing they represent the area that the subject lives in.

Access to special category personal data will only be permitted where necessary for an authorised Council function and where the applicable lawful basis and additional legal conditions for processing such data are satisfied.

CONFIDENTIALITY

The Council will protect personal data and maintain confidentiality. Personal data will only be disclosed where there is a lawful basis for disclosure, subject to applicable legal obligations and exemptions. When handling personal data, this must also remain confidential.

The Council will document personal data breaches. Where a personal data breach is likely to result in a risk to the rights and freedoms of individuals, the Council will notify the Information Commissioner's Office (ICO) without undue delay and, where feasible, within 72 hours of becoming aware of the breach. Where a breach is likely to result in a high risk to individuals, the Council will also inform the affected individuals without undue delay, unless a legal exception applies.

Some exceptions in the law apply to public authorities; the Council will use them only where appropriate. Staff and Councillors must follow all procedures to ensure compliance.

This policy will be reviewed annually, along with an annual review of its compliance and effectiveness.

Adopted by Sealand Community Council in the light of GDPR at its meeting on 11th December 2017 and revised on 20 October 2025.

The policy was reviewed and agreed by the Council at its meeting on 19th October 2026.

A Griffiths - Clerk and Responsible Financial Officer – October 2026