

Wolston Parish Council

Data Protection Policy

1. Wolston Parish Council respects the eight fundamental principles of data rights and data protection and has adopted the following policies:
 - 1) Right to be informed – You will be informed when your ***personal data*** is collected and the purpose for which it is intended;
 - 2) Right of access – You have the right to view the any ***personal data*** we may have gathered about you;
 - 3) Right to rectification – You have the right to correct any erroneous information about yourself in our data records;
 - 4) Right of erasure – You have the right to request the deletion of ***personal data*** held on you, although this right is not absolute;
 - 5) Right to restrict ***processing*** – You may request the suppression of your ***personal data*** file, or restrict its ***processing***;
 - 6) Right to data portability – You have the right to take any ***personal data*** we have collected about you and share it elsewhere;
 - 7) Right to object – You have the right to object and prevent any ***personal data*** we hold about you being used for particular purposes, but this right may be superseded by legal claims.
 - 8) Rights related to automatic decision-making – You may only be profiled with your explicit consent, where this is necessary to enter into a contract or where such ***processing*** is authorised by Government.
2. For the purposes of this Data Protection Policy, Procedure and Guidance document, the expression 'Wolston Parish Council' also includes Committees and Working Groups of the Parish Council, and Partner Organisations of the Parish Council. Partner Organisations are: Wolston Village Hall (the Parish Council in its role as Trustee), Wolston Leisure and Community Centre (the Parish Council in its role as Trustee) and Wolston and Brandon Allotment and Gardens Association (the Parish Council in its role as Landlord). Where these partner organisations manage ***Personal data*** they have agreed to and are required to follow the Policies, Procedures and Guidance set out in this document.
3. Within these documents the expression 'we' refers to Wolston Parish Council, as defined at Para 2.
4. Words and expressions in ***bold italic*** are defined in the 'Data Protection – Glossary'.
5. This Data Protection Policy is / will be supported by other Policies, Procedures and Guidance.

This Policy was adopted by Wolston PC at Minute 2018/XXXX

Original signed by: M Meede, Clerk and RFO

Date: 7th June 2018

Re-adopted by Wolston PC 4th May 2023, minute 9a

Re-adopted by Wolston PC 13th June 2024, minute 26.