

WHADDON PARISH COUNCIL

Information Security & Data Protection Policy

1. Background

Under the Data Protection Act 2018 and UK GDPR regulations under the Withdrawal Act 2020, protection is given to individuals' personal and special category data to ensure it is handled, processed and stored safely and securely.

2. Registration and Compliance

Whaddon Parish Council (WPC) is registered under the ICO and registration is renewed annually. Any data breach will be reported to the ICO and managed in accordance with legislative and regulatory guidance; a breach may be liable to prosecution and an unlimited fine. WPC is committed to compliance with these legal requirements.

3. Scope

This policy applies to all staff, councillors, contractors, suppliers and partners of WPC.

4. Key Principles and Implementation

Article 5 of the UK GDPR sets out key principles;

- a. Lawfulness, fairness, and transparency
- b. Purpose limitation
- c. Data minimisation
- d. Accuracy
- e. Storage limitation
- f. Integrity and confidentiality (security)
- g. Accountability

WPC undertakes to implement and maintain processes that support the key principles of Article 5 at all times.