

KINGTON LANGLEY PARISH COUNCIL

GENERAL DATA PROTECTION REGULATION POLICY – 2024-25

Kington Langley Parish Council is actively committed to the 8 Data Protection principles. These are:

- 1) information will be fairly and lawfully processed – *Only contact details will be kept unless it is necessary to keep anything personal*
- 2) information will be processed for limited purposes
- 3) Information is to be relevant and collected for specified, explicit and legitimate purposes, and not excessive
- 4) Information is to be accurate and up to date
- 5) Information is not to be kept for longer than is necessary
- 6) Information will be processed in line with the data subjects' rights
- 7) Information must be secure
- 8) Information will not be transferred to other countries without adequate protection.

Personal Data such as - DOB, age, employment history etc. The Clerk and Councillors must have Legitimate reasons for keeping such data. If it is found necessary to keep data such as this then the individual's consent must be sought.

The Council itself as a corporate body is the formal Data Controller therefore all information kept must be controlled by each member.

All data kept by the Clerk and members to be reviewed annually.

FREEDOM OF INFORMATION

INFORMATION KEPT AND AVAILABLE TO THE PUBLIC ON REQUEST TO THE CLERK

Councillor information

Register of Members Interests (also available online on Wiltshire Council website)

Members Declaration of Acceptance of Office

Declarations of Interest

Personal contact details

Clerk contract and Job Description details

Personal contact details

Council information

Timetable of meetings

Agendas of meetings

Minutes of meetings

Reports

Bye-laws

Policies

Asset Register

Risk Assessment

Financial information:

Current and previous financial year as a minimum

Annual return form and report by auditor

Finalised budget

Precept

Financial Standing Orders and Regulations

Grants given and received

VAT records

Receipts/Payments – statements

List of current contracts awarded and value of contract

Members' allowances and expenses

Planning information

Comments from the PC to Wiltshire Council are available on the Wiltshire Council Portal.

Some of the above information is readily available on the Council's website.

Reviewed and adopted at P.C. meeting 11th March 2019 Min No. 200.19

Reviewed and adopted at meeting 9th March 2020 Min No. 187.20

Reviewed at KLPC meeting dated 9th May 2022 Min No 019.22(b)

Reviewed at the KLPC meeting on 2nd May 2023 – Minute 017.23

Reviewed at the KLPC meeting on 7th May 2024 – Minute 015.24