

Cheddleton Parish Council



Information Protection Policy

1. Introduction and Purpose

1.1 Cheddleton Parish Council recognises that it holds and processes information relating to residents, councillors, staff, contractors and other stakeholders. Some of this information is personal data and some is sensitive or confidential in nature.

1.2 The purpose of this policy is to set out how the Council will manage, protect and handle information in a secure, lawful and transparent manner, ensuring compliance with:

- Data Protection Act 2018;
- UK General Data Protection Regulation (UK GDPR);
- Freedom of Information Act 2000;
- Local Government legislation.

1.3 This policy focuses on information protection across all Council activities, including councillor casework and public-facing services. It should not be confused with the Council's HR Data Protection Policy, which deals specifically with employee and employment-related data.

2. Scope

2.1 This policy applies to:

- All councillors of Cheddleton Parish Council;
- All employees of the Council;
- Contractors, volunteers and third parties acting on behalf of the Council.

2.2 It covers all forms of information held by the Council, including:

- Personal data relating to members of the public;
- Councillor correspondence and casework;
- Emails and electronic records;
- Paper records;
- Social media messages and online forms;
- Complaints and consultations;

Cheddleton Parish Council



- CCTV footage (where applicable).

3. Responsibilities

3.1 Clerk to the Council

- Acts as the Council's Information and Data Protection Lead;
- Oversees compliance with information protection legislation;
- Maintains records of processing activities;
- Manages data breaches and subject access requests;
- Seeks advice from Staffordshire Moorlands District Council or the Information Commissioner's Office where appropriate.

3.2 Councillors

- Are individually responsible for information they handle in their role;
- Must ensure resident data and correspondence are kept secure;
- Must not disclose confidential or personal information improperly;
- Must follow this policy when using personal devices or email accounts for Council business.

3.3 Everyone

- Must only access information necessary for their role;
- Must comply with this policy and related procedures at all times.

4. Information Handling Principles

4.1 The Council will ensure that information is:

- Collected for specified, explicit and legitimate purposes;
- Adequate, relevant and limited to what is necessary;
- Accurate and kept up to date;
- Stored securely and protected from unauthorised access;
- Retained only for as long as necessary;
- Disposed of securely and appropriately.

Cheddleton Parish Council



5. Security of Information

5.1 The Council will implement appropriate technical and organisational measures to protect information, including:

- Password-protected systems and devices;
- Secure storage of paper files;
- Controlled access to electronic systems;
- Secure disposal of confidential waste;
- Encryption or password protection where data is transferred electronically.

5.2 Councillors and staff must not store Council information on personal devices or personal cloud storage unless authorised and appropriate safeguards are in place.

6. Use of Email and Electronic Communications

6.1 Council business should be conducted using official Council email accounts wherever possible.

6.2 Where personal email accounts are used, appropriate security measures must be in place and Council information must be transferred to official systems for retention.

6.3 Information must not be shared via social media messaging platforms except where unavoidable, and any such information should be recorded appropriately.

7. Data Breaches and Information Incidents

7.1 A data breach includes loss, unauthorised access, disclosure or destruction of information.

7.2 Any suspected breach must be reported immediately to the Clerk.

7.3 The Clerk will assess the risk and determine whether the breach must be reported to the Information Commissioner's Office within 72 hours and whether affected individuals must be informed.

8. Subject Access Requests and Information Requests

8.1 Requests for personal data will be handled in accordance with UK GDPR.

Cheddleton Parish Council



8.2 Requests for information under the Freedom of Information Act 2000 will be handled separately but in coordination with data protection requirements.

8.3 All requests must be forwarded to the Clerk without delay.

9. Training and Awareness

9.1 Councillors and staff will receive appropriate information protection guidance and training.

9.2 Councillors are expected to familiarise themselves with this policy as part of their role.

10. Review and Adoption

10.1 This policy will be reviewed at least every year.

10.2 The Council may review this policy earlier where there are changes to legislation, statutory guidance, or advice issued by Staffordshire Moorlands District Council or its Monitoring Officer.

10.3 Date created: 24th December 2025

10.4 Approved by Cheddleton Parish Council on: [date] and [minute reference]

10.5 Review date: [date]

10.6 Chair to sign: [sign]