



EDLESBOROUGH PARISH COUNCIL

Data Protection Policy

Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

Who are we?

The Parish Clerk for Edlesborough Parish Council is the Data Controller (contact details below). This means they decide how your personal data is processed and for what purposes.

How do we process your personal data?

Edlesborough Parish Council complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

In the normal course of business, the Parish Council will receive personal data in connection with the following Council activities:

- Administration of the allotments. Please note the allotment register will be shared with the Allotment Warden.
- Administration of the cemetery (Note: the Data Protection Act does not apply to the records of those who are interred at the cemetery)
- Administration of employment matters
- Correspondence sent to the Council
- Management and hiring of Edlesborough Memorial Hall
- Volunteer lists for specific activities/events for example Speedwatch.

Sharing your personal data

Any personal data will be treated as strictly confidential, and it is not passed onto a third party without the express consent of the data subject

Where is personal data held?

All Council paper documents are stored in files in the parish council office or older documentation held in the Council archives. All computer records are stored on a Council laptop and Cloud, with anti-virus software, and only accessible by the Parish Clerk.

We retain electoral roll data, held as paper copy in council files and only accessible by the Parish Clerk and Councillors who have completed the required consent form provided by Buckinghamshire Council.

Signed for and on behalf of Edlesborough Parish Council	
Name	Cllr Rosie Booth
Signature	
Position	Chair
Date	19/06/2025
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