



Yarm Town Council
Yarm Town Hall
High Street
Yarm
TS15 9AH

Data Protection Policy

(UK GDPR & Data Protection Act 2018)

1. Introduction

Yarm Town Council ("the Council") recognises the importance of protecting personal data and is committed to complying with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This policy follows guidance issued by:

- The National Association of Local Councils (NALC)
- The Society of Local Council Clerks (SLCC)
- The Information Commissioner's Office (ICO)

This policy applies to:

- All Councillors
- All employees
- Volunteers
- Contractors and agents
- Any person processing personal data on behalf of the Council

2. Data Controller Status

For the purposes of data protection legislation:

- Data Controller: Yarm Town Council
- Responsible Officer: Town Clerk (or delegated officer)

The Council is registered with the Information Commissioner's Office (ICO) as required.

3. Definitions

Personal Data

Any information relating to an identified or identifiable living individual.

Special Category Data

Includes data revealing racial or ethnic origin, political opinions, religious beliefs, trade union membership, health data, or biometric data.

Processing

Any operation performed on personal data, including collection, storage, use, disclosure, or destruction.



4. Lawful Basis for Processing

The Council processes personal data only where there is a lawful basis under Article 6 UK GDPR, most commonly:

- Legal obligation
- Public task
- Contract
- Consent (used only where appropriate and withdrawable)

Where special category data is processed, an additional Article 9 condition will be identified and documented.

The Council maintains records of processing activities in accordance with the accountability principle.

5. Data Protection Principles

The Council adheres to the following principles. Personal data shall be:

1. Processed lawfully, fairly and transparently
2. Collected for specified, explicit and legitimate purposes
3. Adequate, relevant and limited to what is necessary
4. Accurate and kept up to date
5. Retained only for as long as necessary
6. Processed securely
7. Managed in a manner that demonstrates accountability

6. Rights Of Individuals

Individuals have the right to:

- Be informed
- Access their personal data
- Rectification
- Erasure (where applicable)
- Restrict processing
- Object to processing
- Data portability (where applicable)
- Protection from automated decision-making

7. Subject Access Requests (SAR's)

7.1 Making a request

- Requests may be made verbally or in writing
- No specific form is required
- Proof of identity may be requested

7.2 Handling requests

- Requests must be passed immediately to the Town Clerk
- Responses will be issued within **one calendar month**
- Requests are normally free of charge
- Extensions may be applied for complex requests, in line with UK GDPR



Internal SAR Procedure

1. Receive request
2. Verify identity if required
3. Log request date
4. Locate relevant data
5. Apply exemptions if necessary
6. Respond within one month
7. Record outcome

8. Privacy Notices

The Council will publish privacy notices explaining:

- What data is collected
- Why it is collected
- Lawful basis for processing
- How long it is retained
- Who it is shared with
- How individuals can exercise their rights

Privacy notices will be available on the Council website and in hard copy upon request.

9. Data Security

Appropriate technical and organisational measures include:

- Locked filing cabinets and restricted access areas
- Password-protected IT systems
- Controlled access to email and shared drives
- Secure disposal via shredding or certified destruction
- Data minimisation in agendas, minutes, and correspondence

Councillors must not store personal data on private devices or personal email accounts unless authorised.

10. Data Breaches

Any actual or suspected personal data breach must be reported immediately to the Town Clerk.

The Council will:

- Record all breaches
- Notify the ICO within 72 hours where required
- Inform affected individuals where there is a high risk to their rights

11. Data Sharing and Processors

Where the Council uses third-party processors:

- Written data processing agreements will be in place
- Processors must provide GDPR compliance assurances
- Data sharing will be lawful, necessary, and proportionate



12. Records Retention Schedule

Record Type	Retention Period
Signed minutes	Permanently
Agendas	2 years
Committee reports	2 years
Annual accounts	7 years
Audit records	7 years
Payroll records	7 years
Employee personnel files	6 years after employment ends
Job applications (unsuccessful)	6 months
Contracts and tenders	6 years after expiry
Complaints	6 years
Insurance policies and claims	6 years
CCTV footage (if applicable)	30 days unless required
Planning consultation responses	2 years
General correspondence	2 years

Records will be securely destroyed once the retention period expires.

13. Councillor Communications and Information Handling

- The Town Clerk is the principal point of contact for Council correspondence
- No Councillor should be the sole custodian of Council information
- Personal views must be clearly distinguished from Council decisions
- Complaints must be submitted in writing and logged appropriately

14. Training and Awareness

- Councillors will receive GDPR guidance following election
- Staff will receive appropriate training
- Compliance will be reviewed periodically

15. Non-Compliance

Failure to comply with this policy may result in:

- Disciplinary action
- Withdrawal of access to Council systems
- Referral to the ICO where appropriate

16. Review

This policy will be reviewed every three years or sooner if legislation or guidance changes.



Privacy Notice

Yarm Town Council – Privacy Notice

Yarm Town Council processes personal data to carry out its statutory functions and deliver local services.

Data we collect:

Names, addresses, contact details, correspondence, financial and employment data where necessary.

Lawful basis:

Public task, legal obligation, contract, or consent.

Retention:

Data is retained in line with the Council's Records Retention Schedule.

Your rights:

You have the right to access, rectify, restrict, or object to processing, and in some cases request erasure.

Contact:

Town Clerk, Yarm Town Council
townclerk@yarmtowncouncil.gov.uk

END OF DOCUMENT