WERRINGTON
Neighbourhood Council
50 YEARS SERVING THE RESIDENTS OF WERRINGTON

DATA PROTECTION POLICY

1. INTRODUCTION:

Werrington Neighbourhood Council, 'the Council' (including Werrington Area Forum) recognises its responsibility to comply with the:

- Data Protection Act 2018
- General Data Protection Regulation 2018
- Data (Use and Access) Act 2025

The legislation governs the use of personal data, including basic information such as names and addresses. The Council recognises individuals' right to complain directly about how it uses their data. It also observes the UK GDPR's enhanced protections for children, requiring parental consent for children under 13.

2. LEGAL CONTEXT:

The Data Protection Act 2018 sets standards for handling personal information and protecting individuals' privacy. It applies to personal information held electronically or on paper and governs how that information is collected, handled and used.

Under the UK GDPR, information about 'the Council's' use of personal data must be:

- concise, transparent, and easy to understand.
- easily accessible and written in clear, plain language, particularly for children; and
- provided free of charge.

Werrington Neighbourhood Council and Werrington Area Forum maintain procedures for handling personal information in accordance with the Data Protection Act 2018, the UK GDPR and the Data (Use and Access) Act 2025.

3. DEALING WITH PERSONAL DATA:

The Secretary is the Data Controller for Werrington Neighbourhood Council and Werrington Area Forum. When handling personal data, members must ensure that it is:

- Process data lawfully, fairly, and transparently, explaining why it is collected.
- Use data only for specified purposes.
- Collect and retain only relevant, necessary data.
- Keep data accurate and correct errors promptly.
- Delete or destroy data when no longer needed.
- Respect individuals' rights, including lawful access requests.
- Keep data secure and restrict access to authorised staff and councillors.

4. COLLECTING DATA:

Werrington Neighbourhood Council and Area Forum must explain why personal data is collected. It will be used only for the stated purpose and will not be disclosed to others.

5. STORING AND ACCESSING DATA:

Werrington Neighbourhood Council and Werrington Area Forum may hold personal information, such as addresses and telephone numbers. This information must be stored securely and kept inaccessible to the public. Data that is no longer needed or is out of date must be securely shredded or deleted.

Individuals have the right to request access to personal data held about them. The Council must:

- provide a copy of all personal data held about the individual.
- explain why the data is held.
- identify who has had access to it; and
- respond within one month.

Manifestly unfounded or excessive requests may be refused or subject to a charge. If a request is refused, the Council must explain why. Valid requests to rectify or erase personal data will be carried out.

6. DISCLOSURE OF INFORMATION:

Council members may access personal information only when necessary to carry out their duties. They must:

- access only the information needed.
- use it only for the authorised purpose; and
- obtain the Secretary's consent before accessing sensitive personal information.

7. CONFIDENTIALITY:

Council members must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.

If a data breach is identified the Information Commission must be informed and an investigation will be conducted.

Reviewed:	24th October 2026	**Adopted:**	16th November 2026	**Next Review:**	October 2027
SIGNED:				SIGNED:	
PRINT:	V.S MOON			PRINT:	S WEALD
DATED:	16/11/26			DATED:	16/11/26
POSITION:	CHAIR			POSITION:	Acting SECRETARY