



## **PRUDHOE TOWN COUNCIL DATA PROTECTION POLICY**

**ADOPTED at the Ordinary Meeting on 28<sup>th</sup> May 2026**

Introduction	2
Purpose	2
Data protection principles	2
Scope	3
Aims and Objectives	3
Responsibilities for data protection compliance	4
Breaches of this policy and data protection legislation	4
Links to other policies and procedures	4
Guidance and Additional Information	5

## **Introduction**

In order to conduct its business, services and duties, Prudhoe Town Council processes a wide range of data, relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked up.
- Confidential information about other organisations because of commercial sensitivity.
- Personal data concerning its current, past and potential employees, Councillors, and volunteers.
- Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

Prudhoe Town Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

The Town Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office.

The council is committed to being transparent about how it collects and uses personal data and meets our data protection obligations. This policy sets out the council's commitment to data protection, and your rights and obligations in relation to personal data in line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA).

## **Purpose**

Prudhoe Town Council takes the privacy and security of the personal data entrusted to us very seriously, and recognises that we have a fundamental legal responsibility to ensure our compliance with current Data Protection legislation.

This policy and supporting procedures are designed to promote and maintain compliance with the General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018 (DPA).

## **Data Protection Principles**

Prudhoe Town Council supports and complies with the principles of Data Protection as laid out in current legislation. These rules apply regardless of whether data is stored electronically, on paper or in any other way.

The DPA and GDPR are underpinned by important principles, which state that personal data must be:

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
- Accurate and, where necessary, kept up to date
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed
- Processed in accordance with the rights of data subjects
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures
- Accountability – the Council shall be responsible for, and be able to demonstrate, compliance with the principles.

## **Scope**

This policy applies to any Councillor, member of staff or volunteer who has access to, uses or passes on personal data in their day-to-day work.

It refers to all data that Prudhoe Town Council holds that relates to identifiable individuals.

Breaches of principle and other requirements may result in the Council facing prosecution, being publicly named-and-shamed, and would result in the loss of trust from the people we provide services to.

Criminal offences include:

- To obtain, procure, handle, disclose or retain personal data without the Council's authorisation or consent
- To sell, or offer to sell, personal data that has been unlawfully obtained, which includes advertising it for sale.
- To re-identify personal data that has been de-identified.
- If a subject access or portability request is received - to obstruct, alter, deface, block, erase, destroy or conceal personal data, with the intention of preventing disclosure of all or part of the information.

## **Aims and Objectives**

Prudhoe Town Council aims to make every effort to ensure:

- Compliance with the GDPR and the DPA is maintained.
- Personal data is well-managed, held securely and that the rights of

individuals are respected.

- Data protection is integrated into the Council's working practices and information systems from the moment information is collected or received, through to its destruction.
- Data protection impact assessments are conducted, where appropriate.
- Compliance with the accountability principle, being responsible for and able to demonstrate compliance with the other principles by implementing appropriate technical and organisational measures such as:
  - Internal data protection policies, and procedures;
  - Staff reporting (for example data breaches);
  - Provision of staff training;
  - Internal audits of processing activities;
  - Reviews of internal Human Resources policies;
  - Maintaining documentation of our processing activities;
  - Implementing measures that include:
    - Data minimisation
    - Pseudonymisation
    - Transparency
    - Allowing individuals to monitor processing (where possible)
    - Creating and improving security features on an ongoing basis.

This policy commits the Council to providing the necessary resources and support to ensure that its aims and objectives can be achieved.

Procedures that describe the arrangements and processes for the implementation of this policy will be available on the Council's website.

## **Responsibilities for data protection compliance**

### **Town Clerk**

Reports to Council and is responsible for:

- Ensuring the objectives of the GDPR and related legislation are achieved, for assisting the Council with its compliance and maintaining standards of good practice.
- Providing advice to the Council for the resolution of queries and maintaining the accuracy of the Council's internal record of processing activities and keeping it up to date.
- Managing data protection and security policies, procedures, and documentation.
- Arranging training opportunities for relevant Councillors and staff - ensure that all staff responsible for managing personal data are appropriately briefed, trained or experienced and understand the need for data protection compliance.
- Constructing and reviewing compliance monitoring programmes, ensuring their completion and reporting findings.
- Where personal data are disclosed to our service providers or anyone else acting on our behalf, there must be a written contract in place that includes the requirement for them to comply with the GDPR and DPA (in

particular the security principle).

### **All Councillors and staff**

Everyone who creates, receives and uses or discloses personal data while working (paid or unpaid), has responsibilities under this policy and to comply with requirements of the GDPR, DPA and related legislation.

### **Breaches of this policy and data protection legislation**

Disciplinary action, including dismissal, may be taken against any member of staff who contravenes this policy and supporting procedures. The Town Clerk, in consultation with the Chair of the Council, has authority to take such immediate steps as considered necessary.

### **Links to other policies and procedures**

This policy is linked to the following policies and information which will be available on the Council's website:

Privacy Notice  
Publication Scheme  
Document retention and disposal policy

### **Guidance and Additional Information**

For guidance and enquiries relating to this policy contact the Town Clerk, who is responsible for managing Data Protection compliance.

### **Contact details for the Town Clerk:**

Shirley Ann Gaut Hall

### **Address:**

Prudhoe Town Council  
The Spetchells Centre  
58 Front Street  
Prudhoe  
Northumberland  
NE42 5AA

**Email:** [info@prudhoetowncouncil.gov.uk](mailto:info@prudhoetowncouncil.gov.uk)

**Tel:** 01661 835487

Additional guidance on data protection and related legislation is available on the Information Commissioner's website: [www.ico.gov.uk](http://www.ico.gov.uk).  
Telephone 0303 123 1113 or write to them at:

Information Commissioner's Office  
Wycliffe House

Water Lane  
Wilmslow  
Cheshire  
SK9 5AF