Skipton Town Council

Policy Name:	**Data Protection Policy**
Date of Last Review:	**14th May 2026**
Version Number:	**v1**
Responsible Officer:	**Chief Officer**
File Location:	**Shared Drive**
Next Review Due:	**May 2027**
Added to Policy Register:	YES/NO

1.0 Introduction and Context

The purpose of this document is to guide Members and Officers of the Council in ensuring that the provisions of the General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA) are adhered to.

2.0 Scope

Skipton Town Council ("the Council") understands the importance of protecting the rights and privacy of living individuals and will ensure personal data is not processed without the subjects knowledge.

3.0 Aims & Objectives

3.1 Aims - General Statement of Intent

To clarify the need to protect personal and sensitive information which the Town Council may gather including the following which will be used by the Council for operational and legal reasons:

Contact details of current elected Skipton Town Councillors, current allotment tenants, current market traders and those who traded less than five years ago. Any organisation or business attending a pending community event organised by the council, local Councils and organisations (for the purpose of civic invitations). Details of contractors, suppliers or employees employed within the last five years (as required for human resource reasons) and details of planning applications (the council being a statutory consultee). This includes names, titles, telephone numbers, postal addresses, and email addresses and photographs of community & mayoral events.
Where a customer pays for activities such as use of a meeting room, market stall, financial identifiers such as bank account numbers will be kept until no longer required.

Sensitive information may be collected by staff over the phone and face to face – this will not be divulged to others and written correspondence (including emails) will be appropriately disposed of when no longer required.

3.2 Objectives –

Officers must ensure that they:

Are able to provide general information to the public about their statutory rights under the GDPR and DPA through the Council website.

Understand personal data which is essential to services and functions of the Council needs to be processed appropriately. This includes ensuring that personal data supplied to the council is accurate, up-to-date and held securely.

Hold the minimum amount of personal data necessary to carry out the Council's functions, and make every effort to ensure the accuracy and relevance of data processed.

Make data subjects aware of the amount of personal data processed and stored by the council about them.

Make individuals aware of the purpose(s) the council is processing their personal data for and will seek consent where appropriate.

Must keep all electronic and manual records in accordance with the Council's Records Management Policy and the six principles of the GDPR as follows:

Processed lawfully, fairly and in a transparent manner in relation to the data subject ('lawfulness, fairness and transparency')

Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall, in accordance with Article 89(1) not be considered incompatible with the initial purposes ('purposed limitation')

Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ('data minimisation')

Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay

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; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) subject to implementation of the appropriate technical and

organisational measures required by this Regulation in order to safeguard the rights and freedoms of the data subject ('storage limitation')

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 ('integrity and confidentiality')

Line Managers must ensure that:

A risk assessment is undertaken periodically for all data processing and assess the procedures and policies in place that relate to data protection

They are responsible for ensuring operational compliance with this policy within their own departments.

Requests from data subjects for copies of personal data the councils hold about them (Subject Access Requests) will be answered within one month and dealt with in an appropriate manner with adequate consideration being given to whether or not personal information should be disclosed.

Breaches of this policy may be subject to action under the councils' disciplinary procedure.

Both the Chief Officer and Data Protection Officer are responsible for the provision of advice, guidance and training regarding data protection legislation

4.0 Definitions

5.0 Related Documents (links to procedures etc)

Code of Conduct
Complaints Procedure
Records Management Policy

6.0 Conclusion

Where a member of the public is dissatisfied with how their information has been used they are entitled to complain about the actions of the council through the internal complaints procedure.