



ALCESTER TOWN COUNCIL PRIVACY POLICY

1. Purpose

This Privacy Policy explains how Alcester Town Council collects, uses, stores, shares and protects personal data in accordance with the UK GDPR, the Data Protection Act 2018 and the Data (Use and Access) Act 2026.

2. Data Controller

Alcester Town Council is the Data Controller. Responsibility for day-to-day data protection compliance rests with the Town Clerk.

3. Principles

We process personal data lawfully, fairly and transparently; collect it for specified purposes; minimise it; keep it accurate; retain it only as long as necessary; and protect it with appropriate security.

4. Personal Data

We process personal data relating to residents, councillors, employees, volunteers, contractors, suppliers and users of Council services. Special category and criminal offence data is processed only where permitted by law.

5. Lawful Bases

Processing is based on legal obligation, public task, contract or consent, as appropriate. Special category data is processed only where Article 9 UK GDPR and Schedule 1 of the Data Protection Act 2018 apply.

6. Sharing

Information is shared only where necessary with public authorities, auditors, professional advisers, IT providers, contractors and regulators under appropriate agreements.

7. International Transfers

The Council does not normally transfer personal data outside the UK. Where necessary, appropriate safeguards will be implemented.

8. Security

The Council maintains appropriate technical and organisational measures to protect personal data.

9. Retention

Records are retained in accordance with the Council's Document Retention Schedule and legal obligations, then securely destroyed.

10. Rights

Individuals have rights of access, rectification, erasure (where applicable), restriction, objection, portability (where applicable), withdrawal of consent and complaint to the Information Commissioner's Office.

11. Automated Decision-Making

The Council does not use automated decision-making or profiling producing legal or similarly significant effects, nor AI without meaningful human involvement.

12. Review

Policy approved at Full Council on 2026
Review due in September 2028 or earlier if legislation changes.