



GDPR/Data Protection Policy

1. Wellington Town Council is committed to protecting the privacy and personal data of its employees, customers, and other stakeholders. This policy outlines our approach to data protection and compliance with the General Data Protection Regulation (GDPR) and other relevant data protection laws.
2. This policy applies to all employees, contractors, and third-party service providers who process personal data on behalf of Wellington Town Council. It covers all personal data collected, stored, and processed in both electronic and physical formats.
3. Data Protection Principles a. We adhere to the following principles when processing personal data: i. Lawfulness, fairness, and transparency: Personal data is processed lawfully, fairly, and in a transparent manner. ii. Purpose limitation: Personal data is collected for specified, explicit, and legitimate purposes and not further processed in a manner incompatible with those purposes. iii. Data minimization: We only collect and process personal data that is necessary for the intended purposes. iv. Accuracy: Personal data is accurate, complete, and up to date. v. Storage limitation: Personal data is kept in a form that permits identification for no longer than necessary for the purposes for which it is processed. vi. Integrity and confidentiality: Appropriate technical and organizational measures are taken to ensure the security, integrity, and confidentiality of personal data. vii. Accountability: We are accountable for our data protection practices and can demonstrate compliance with the GDPR.
4. Roles and Responsibilities a. The Data Protection Officer (DPO): CIP has appointed a DPO who is responsible for overseeing the implementation of this policy and ensuring compliance with data protection laws. b. Employees: All employees must familiarize themselves with this policy, comply with its provisions, and report any potential data breaches or non-compliance to the DPO. c. Management: Management is responsible for providing adequate resources and support to ensure compliance with this policy and for promoting a culture of data protection within the organization.
5. Data Collection and Use a. We only collect personal data that is necessary for our business operations and legal obligations. b. Personal data will be processed fairly and lawfully, and individuals will be informed of the purposes for which their data is being collected and processed. c. Personal data will not be used for purposes other than those specified, and we will seek additional consent if the need arises.
6. Data Security a. We implement appropriate technical and organizational measures to protect personal data from unauthorized access, alteration, disclosure, or destruction. b. Access to personal data is restricted to

authorized personnel only, and data is securely stored and transmitted. c. Regular data backups, security assessments, and staff training on data protection are conducted.

7. Data Subject Rights a. We respect individuals' rights as data subjects, including the right to access, rectify, erase, restrict processing, and object to the processing of their personal data. b. Requests from data subjects will be addressed promptly and in compliance with applicable data protection laws.
8. Data Transfers a. Personal data transfers to countries outside the European Economic Area (EEA) will only take place if adequate safeguards, such as standard contractual clauses or data protection agreements, are in place.
9. Data Breach Management a. We have procedures in place to detect, report, and investigate any personal data breaches promptly. b. In the event of a data breach, affected individuals and the relevant data protection authorities will be notified as required by law.

Signed on behalf of Wellington Town Council

Dave Farrow

Town Clerk

8th March 2024