

Data protection Policy

Policy statement

This policy sets out Carrbridge Community Council's approach to managing personal data in accordance with the requirements of the relevant Data Protection Acts (including the changes introduced by the General Data Protection Regulation (GDPR)– May 2018).

Implementation

The Community Council, having approved this policy at a meeting held on 29th May 2025, will work to ensure all our processes when dealing with council business meet the criteria.

All CC members have responsibility for data protection and must:

Read, understand and follow this policy and any associated procedures that relate to the use and handling of personal information in the course of their voluntary work as a member of the community council;

The community council will uphold the 6 principles regarding personal data

1. Processed lawfully, fairly and in a transparent manner in relation to individuals;
2. Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
4. Accurate and, where necessary, kept up to date;
5. 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;
6. 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.

To ensure compliance with these principles, the community council will undertake the following actions:

- Only use the personal data we hold for Community Council business.
- Inform data subjects that their personal data is held and the purpose of holding it for a specific (and stated) purpose, this is done through the use of our privacy notice.
- Only collect information we need.
- Follow agreed retention rules for the data that we hold. We will review the data annually.
- We will have reasonable controls in place to keep personal data secure: (i.e. - use 'Bcc' field in emails where appropriate; keep papers secure, etc.
- If sharing personal data with other organisations, document arrangements so those involved know why the information is being shared, and how it is shared.

The community council will review this policy annually for the purpose of ensuring that members have adhered to the policy, and to make improvements if there have been issues with regards to its implementation.