



# **INFORMATION AND DATA PROTECTION POLICY**

Approved by members on: ..... May 2026

Due for review: ..... May 2027





## **Information and Data Protection Policy**

### **Introduction**

In order to conduct its business, services and duties, Greater Wellington 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.

Greater Wellington 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.

This Policy is linked to our Document Retention Policy and ICT Policy which will ensure information considerations are central to the ethos of the organisation.

Greater Wellington 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 will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the Parish's communities. Details of information which is routinely available is contained in the Councils Publication Scheme which is based on the statutory model publication scheme for local councils.

## **Protecting Confidential or Sensitive Information**

Greater Willington Town Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

The General Data Protection Regulations (GDPR) which become law on 25<sup>th</sup> May 2018 and will like the Data Protection Act 1998 before them, seek to strike a balance between the rights of individuals and the sometimes, competing interests of those such as the Town Council with legitimate reasons for using personal information.