



## Shimpling Parish Council

### Data Protection Impact Assessment

- **1. Overview**

This Data Protection Impact Assessment (DPIA) outlines how Shimpling Parish Council collects, uses, stores, and protects personal data. It identifies potential risks to individuals' privacy and sets out measures to mitigate those risks in compliance with UK GDPR and the Data Protection Act 2018.

- **2. Purpose of Processing**

The Parish Council processes personal data for the following purposes:

- Managing parish council administration and governance
- Communicating with residents, stakeholders, and service providers
- Managing complaints, enquiries, and consultations
- Maintaining financial records (e.g., payments, invoices)
- Organising community events and services

- **3. Types of Personal Data Collected**

The Council may collect and process:

- Names and contact details (addresses, email, phone numbers)
- Financial information (for payments and reimbursements)
- Correspondence records
- Opinions expressed in consultations or complaints

Special category data is not routinely processed. If it is collected (e.g., in complaints), it will be handled with additional safeguards.

- **4. Lawful Basis for Processing**

Processing is carried out under the following lawful bases:

- Public task (carrying out official functions as a parish council)
- Legal obligation (financial reporting, transparency requirements)
- Consent (for optional communications such as newsletters)

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- **5. Data Subjects**

Data subjects may include:

- Parish residents
- Councillors and staff
- Contractors and suppliers
- Individuals submitting enquiries or complaints

- **6. Data Sharing**

Personal data may be shared with:

- District or county councils
- Government bodies or regulators
- Contractors providing services to the council
- Law enforcement where required

All data sharing is limited to what is necessary and subject to appropriate safeguards.

- **7. Data Storage and Retention**

- Data is stored securely in password-protected systems and/or locked filing systems
- Retention periods follow legal and operational requirements
- Data is deleted or securely disposed of when no longer required

- **8. Risk Assessment**

Potential risks include:

- Unauthorised access to personal data
- Data loss or accidental deletion
- Misuse of personal data
- Inadequate data retention practices

- **9. Mitigation Measures**

To reduce risks, the Council will:

- Use secure IT systems with password protection
- Restrict access to authorised personnel only
- Provide basic data protection awareness to councillors and staff
- Regularly review data held and delete unnecessary records

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- Use secure email practices and avoid sharing unnecessary personal data

- **10. Individual Rights**

Individuals have the right to:

- Access their personal data
- Request correction of inaccurate data
- Request deletion where appropriate
- Object to processing in certain circumstances

Requests will be handled within statutory timeframes.

- **11. Breach Procedures**

In the event of a data breach:

- The breach will be assessed and contained immediately
- Relevant authorities (e.g., ICO) will be notified where required
- Affected individuals will be informed if there is a high risk

- **12. Review and Approval**

This DPIA will be reviewed periodically or when new data processing activities are introduced.

**Approved by:** Natasha Byford (Clerk and RFO)

**Date:** 11<sup>th</sup> May 2026

- **13. Contact Information**

For data protection enquiries: Shimpling Parish Council Clerk

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