



## **Data Security Policy**

This policy sets out how Heath Hayes & Wimblebury Parish Council protects all data it processes, ensuring confidentiality, integrity, and availability in accordance with UK GDPR.

### **Access Control**

Access to personal data is restricted to authorised Councillors and staff using secure authentication.

### **Data Storage & Protection**

Electronic data is stored on secure systems with encryption where appropriate. Paper records are kept in locked storage and accessed only when necessary.

### **Data Transfer**

All personal data transfers must use secure methods, such as encrypted email or password-protected files.

### **Device & System Security**

All devices used for council business must have up to date security patches, antivirus protection, and strong passwords.

### **Incident Response**

Any suspected data breach must be reported immediately to the Clerk and investigated following ICO guidelines.

Signed: L Wilson

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