



Horningsham Parish Council

Data Controller Terms of Reference

1. Purpose

The purpose of this document is to set out the role, responsibilities, and authority of the Parish Council's Data Controller (DC), as required under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. The DC supports the Council in fulfilling its legal obligations to protect personal data, ensure compliance, and promote good practice.

2. Appointment

The Parish Council has appointed the Clerk as Data Controller.

3. Accountability

- The DC reports directly to the Parish Council.
- The DC is independent and shall not be instructed on the performance of their tasks.
- The Council will support the DC by providing necessary resources, access to data and processing activities, and training.

4. Key Responsibilities

The DC shall:

- i. Inform and advise the Council, its Councillors, employees, and volunteers of their obligations under data protection law.
- ii. Monitor compliance with UK GDPR, the Data Protection Act 2018, Council policies, and data protection procedures.
- iii. Ensure training and awareness for Councillors, employees and volunteers.
- iv. Oversee the maintenance of the Council's records of processing activities (ROPA).

- v. Advise on and review data protection policies, procedures, and privacy notices.
- vi. Advise on data protection impact assessments (DPIAs) and monitor their implementation.
- vii. Serve as the contact point for the Information Commissioner’s Office (ICO) and cooperate with the ICO as required. (The Parish Council is registered with the ICO as a Data Controller).
- viii. Serve as the contact point for individuals regarding their data protection rights.
- ix. Identify and escalate risks relating to data protection compliance to the Parish Council.

5. Authority

- Access all personal data processing activities and relevant documentation within the Council.
- Obtain cooperation from employees and Councillors in carrying out duties.
- Report directly to Full Council on issues of compliance or concern.

6. Limitations

- The DC is not personally responsible for compliance; responsibility rests with the Parish Council as Data Controller.
- The DC shall not undertake tasks that create a conflict of interest with their monitoring role.

7. Review

These Terms of Reference shall be reviewed by the Parish Council annually, or sooner if required by changes in law, guidance, or council operations.

Date of policy	9 th January 2026
Date approved	16 th April 2026 Minute 13/2026
To be reviewed	April 2027