



CPCC Community Hub  
Springfield Boulevard  
Springfield  
Milton Keynes  
MK6 3JS  
Tel: No: 01908 608559  
clerk@campbell-park.gov.uk

## **YOU ARE HEREBY SUMMONED TO A MEETING OF COUNCIL**

**CPCC Community Hub, Springfield Boulevard, Springfield**

**Tuesday 21 April 2026 at 7.30pm**

### **AGENDA**

#### **Members**

Cllr L Adura

Cllr B Barton

Cllr O Cole

Cllr V Dixon

Cllr R Golding (Vice Chair)

Cllr B Greenwood (Chair)

Cllr J Howard

Cllr H Kakei

Cllr K Kavarana

Cllr D Kendrick

Cllr K Kent

Cllr B Macharia

Cllr F Mangan

Cllr R McCafferty

Cllr J Messent

Cllr I Opoku

Cllr D Pafford

Cllr M Petchey

Cllr J Whild

## **MEETING PROTOCOL**

**In order to facilitate the smooth running of meetings, members are asked to respect the following protocol:**

If a member arrives once the meeting has started, they will enter as quietly as possible and take a seat within the public area until invited forward by the Chair. This is to avoid disruption during the discussion of agenda items.

All those present are asked to turn their mobile devices off or place into silent mode.

Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted. A person may not orally report or comment about a meeting as it takes place if they are present at the meeting of a community council or its committees but otherwise may:

Film, photograph or make an audio recording of a meeting;

use any other means for enabling persons not present to see or hear proceedings at a meeting of CPCC as it takes place or later.

Report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

The Chair may stop the meeting and ask the person to leave the meeting if they feel there has been a breach of the above protocol.

## **IN CASE OF EMERGENCY**

In the event of a fire use the nearest exit to evacuate the building.

Proceed to the designated fire assembly point which is located on the patio area adjacent to the pedestrian entrance and await instructions from emergency personnel.

## AGENDA

1. **To receive:**  
Apologies for Absence  
Declarations of Interest
2. **To approve the minutes of the meeting of Council held on 17 March 2026, previously circulated and therefore taken as read.** *Page 7*
3. **Public Involvement – Deputations, Petitions and Questions**  
Members of the public may make representations in respect of the business on the agenda.
4. **Chair’s Report**  
Council is invited to receive a verbal report from the Chair.
5. **Clerk’s Report**  
Council is invited to receive a verbal report from the Clerk.
6. **Ward Member Reports**
  - i. Council is invited to receive any verbal Ward Member Reports.
  - ii. Council is invited to receive a written report from Cllr Whild. *Page 13*
7. **To receive draft minutes (including recommendations) from Committees. Any Member questions arising from matters detailed in the minutes to be raised under the relevant Committee**
  - a. **Minutes of the Planning, Infrastructure & Transport Committee**  
**Chair: Cllr B Greenwood**  
Council is invited to receive the minutes. *Page 15*
8. **MKCC Community Infrastructure Fund 2027/28**  
Council is invited to consider the Clerk to Council’s suggestion that the CPCC CIF application for 2027/28 (up to £20,000) focuses on play area improvements, with subsequent applications over the next four years aimed at the same initiative if funding continues. Recognising that play areas across the Council area are a combination of those owned by CPCC and MKCC, adopting the suggested approach would facilitate investment across each of our 5 residential estates. A strategic 5-year approach would enable the development of a focused dialogue with MKCC, identifying a clear investment and improvement plan, it would also allow Council to make financial provision within the CPCC budget from 2027/28 onwards.

**9. Community Hub – Community Café Operation**

Council is invited to receive an update from the Community Café Working Group on the process of identifying a new café operator, including the conclusion of the expression of interest phase and the progression to the tender phase.

**10. Changes to Practitioners Guide 2025/26 - Assertion 10 Readiness**

**i. Data Protection Policy**

**Page 19**

Council is invited to review, consider and adopt a revised Data Protection Policy which reflects updated legislation and guidelines.

**11. Community Hub – Working Group Update**

Council is invited to receive an update from the Working Group, including pursuing and addressing any remaining defects ahead of the conclusion of the retention period and payment of the associated fee (£38,235 exc VAT)), with a further update on the requirement to purchase the remaining items previously identified and agreed as part of the overall Hub developments (predominantly external street furniture and planters).

**12. NALC Councillor Statement of Assurance Initiative**

**Page 25**

Council re-affirms its commitment each year to the Civility and Respect Pledge at the Annual Meeting in May. Council is invited to consider extending the initiative, with individual Councillors given the opportunity at the Annual Meeting to commit to a personal Statement of Assurance as developed by the The National Association of Local Councils (NALC) Improvement and Development Board (IDB)

Background – the NALC IDB has introduced the Councillor’s Statement of Assurance. This initiative strengthens the commitment to creating positive, supportive and respectful parish, town and community council environments.

While parish, town and community councils can demonstrate their organisational commitment by signing the Civility and Respect Pledge, Councillors themselves must also personally commit to upholding these values in their daily work and interactions.

Councillors who lead with civility and respect set the tone for their Council and help ensure that Council meetings and decision-making are effective, inclusive and fair.

The statement is not a legal document or contractual obligation. It is a public affirmation of personal values and conduct.

Together, the Councillor’s Statement of Assurance and the Civility and Respect Pledge give parish, town, community Councils and Councillors the tools to create a positive and professional culture.

**Confidential Item**

**In view of the terms of Schedule 12A Local Government Act 1972, the following item\* will be likely to disclose exempt information relating to establishment and contractual matters and Council is therefore invited to**

**resolve that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 Section 1(2) the public and press be excluded.**

**\*Item 13**

**13. IT Managed Services Contract 2026/27**

Council is invited to receive an update on the revised 2026/27 annual renewal with Cloudy IT, and the requirement to purchase new/replacement Councillor devices (iPads). Council is further invited to consider the benefits going forward of extending the arrangement with Cloudy IT on a multi-year (3-year) basis. Extending the arrangement on a multi-year basis would enable the development and delivery of a strategic IT plan, including the associated investment and budget measures.

**14. Upcoming Events (Community Hub)**

Citizens Advice MK – Wednesdays fortnightly – Wellbeing Room/The Nest  
Community Larder - Wednesdays, 2pm-4pm

Seated Exercise – every Monday at 1.30pm – Council Chamber

MK Lymphoma Support Group 2pm-4pm – first Thursday of every month – The Nest

Mind Your Mind social group – first Tuesday of the month 10am-12 – The Nest

Knit & Natter – every Thursday – 11.30-12.30 – Cafe

Golden Memories Thrive Club 1pm – 4pm – last Friday of every month– The Nest

Yoga classes – Mondays 10am -11am – Council Chamber

Ujhasuma Africa Music Programme – Saturdays 6 weeks, starting 28/3 11am – 12.30 – Council Chamber

**15. Dates of Future Committee & Working Group Meetings**

Community & Communications – 28 April at 6.30pm

Personnel – 5 May at 6.00pm

Planning – 5 May at 6.30pm

Estates – 12 May at 6.30pm

Annual Meeting of Council – 19 May at 6.30pm

**16. Save the Date – Councillor Training**

Acting on the result of the poll sent out to Members, the BMKALC training session is confirmed for Monday 8 June at 6.30pm. This will take place at the Community Hub and should last approximately 2 hours.

**17. Date of Next Meeting**

Tuesday 19 May 2026 at 7.30pm

**BY ORDER OF THE COUNCIL**

**Dominic Warner**

**D Warner, Clerk to Council**

**16 April 2026**



**Minutes of the meeting of Council held on  
Tuesday 17 March 2026, 7.30pm  
at the  
CPCC Community Hub, Springfield Boulevard, Springfield**

This meeting was open to the Public

**Members Present**

Cllr L Adura	Cllr B Macharia
Cllr B Barton	Cllr F Mangan
Cllr O Cole (19.38)	Cllr R McCafferty
Cllr B Greenwood (Chair)	Cllr J Messent
Cllr H Kakei	Cllr D Pafford
Cllr K Kavarana	Cllr M Petchey
Cllr K Kent	Cllr J Whild

**In Attendance**

D Warner, Clerk to Council  
P Sullivan, Deputy Clerk

**199/25**

**Apologies for Absence**

Cllr V Dixon – MK East liaison meeting  
Cllr R Golding – personal commitment  
Cllr J Howard – personal commitment  
Cllr D Kendrick – MKCC commitment

**200/25**

**Declarations of Interest**

None

**201/25**

**Minutes of the meeting of Council held on 17 February 2026**

The minutes of the meeting, having previously been circulated and taken as read were approved as a correct record and signed by the Chair.

**202/25**

**Public Involvement – Deputations, Petitions and Questions**

Two members of the public were in attendance.

**203/25**

**Chair's Report**

The Chair recently attended the online Parishes Forum which included presentations from the Parks Trust, Beds, Bucks & Oxon Wildlife Trust on using green spaces for wellbeing, Samaritans on suicide prevention, MKCC Community Safety Officer on a recent safety audit in Bletchley and MKCC Corporate Customer Services Manager on the operation of their call centre and how calls are managed. The next meeting is in three months and will be held in person.

**204/25**

**Clerk's Report**

A representative of the MK Forum has agreed to make a presentation on heritage at the Annual Meeting of Electors which will be held at the CPCC Community Hub on 14 April.

Following on from the Chair's report, the Clerk confirmed that a member of staff will be doing suicide awareness training later this year.

**205/25**

**Ward Member Reports**

- i. Council is invited to receive any verbal Ward Member Reports. Cllrs Kent, Pafford, McCafferty, Adura, Kavarana and Messent reported on Ward matters.
- ii. Council noted that no written reports had been received.

**206/25**

**To receive draft minutes (including recommendations) from Committees. Any Member questions arising from matters detailed in the minutes to be raised under the relevant Committee**

**a. Minutes of the Community & Communications Committee**

**Chair: Cllr K Kavarana**

Council received the minutes

**b. Minutes of the Planning, Infrastructure & Transport Committee**

**Chair: Cllr B Greenwood**

Council received the minutes

**c. Minutes of the Personnel Committee**

Council received the minutes

**d. Minutes of the Finance, Administration & Policy Committee**

Council received the minutes and agreed to ratify 1(i) item

**i. Draft Minute 45/25 Future Account to Account Proposal**

Committee considered making a transfer of £300,000.00 of funds received in the precept payment in April to the CCLA Public Sector Deposit Fund from Unity Trust Bank, resolving to recommend the transfer to Council.

**e. Minutes of the Estates Committee**

Council received the minutes

**207/25**

**Community Hub – Community Café Operation**

Council received and agreed to accept the recommendation of the Community Café Working Group.

**i. Draft Note 4 iii – Discussion and Action Plan**

Interim arrangements to cover the period between the departure of the outgoing operator and the appointment of a new service provider, concluding to recommend to Council that it recognises that the existing operator will close by the end of March, and to then move to a minimal service basis operation provided by CPCC until a new service operator is appointed.

Under this item the Clerk updated Council on the response to the Expression of Interest process for a new café operator

**208/25**

**Community Councillor Allowance 2026/27 - Milton Keynes City Council Independent Remuneration Panel (IRP) Recommendation**

Council considered the recommendations of the IRP in relation to Campbell Park Community Council Councillor allowance levels and agreed the following:

- that it pays a basic allowance of £1,085 p.a.
- that the allowance be increased annually in line with the percentage increase in staff salaries from April 2026 for a period of up to four years.

**209/25**

**Changes to Practitioners Guide 2025/26 - Assertion 10 Readiness**

**i. Practitioners Guide and Annual Governance & Accountability Return (AGAR) Update**

Council received a verbal update from the Clerk detailing emerging information relating to the requirements of meeting Assertion 10 compliance, including the associated AGAR wording. With Assertion 10 being added to the AGAR for the first time in 2025/26, and with no previous experience to draw on, it is likely that there will be learning points from the process which can then be applied to future audits.

**ii. Compliance Check, Breakthrough Communication**

Council received a verbal report from the Clerk regarding plans for Breakthrough Communications to complete an Assertion 10 compliance check.

**iii. Website Accessibility Audit**

Council noted that a website accessibility audit has been completed on the CPCC website. Work is ongoing to ensure full compliance going forward, the work will result in a temporary reduction of information on the website.

**210/25**

**Licensing and Planning Applications**

Due to submission deadlines, Council is invited to consider and comment on the proposed licensing and planning applications:

**i. Application ref: PLN/2026/0444**

Prior Approval of single storey rear extension, with eaves of 2.5 metres and maximum height of 3 metres, extending 3.5 metres from the original rear wall at 73 BELSIZE AVENUE, SPRINGFIELD, MILTON KEYNES, MK6 3LN

<https://www.be.milton-keynes.gov.uk/pr/s/detail/a0lWS000003pwRd>

Council agreed to offer no objection, subject to confirmation that 50% of the garden is retained as amenity space.

**ii. Application ref: PLN/2026/0165**

Erection of first floor rear extension, and adaptation of existing front window to corner window at 10 KETTON CLOSE, WILLEN, MILTON KEYNES, MK15 9LR

<https://www.be.milton-keynes.gov.uk/pr/s/detail/a0lWS000003Y7Wn>

Council offered no objection.

**Confidential Item**

**In view of the terms of Schedule 12A Local Government Act 1972, the following item\* will be likely to disclose exempt information relating to establishment and contractual matters and Council is therefore invited to resolve that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 Section 1(2) the public and press be excluded.**

**\*Item 12**

**211/25 IT Managed Services Contract 2026/27**

Council noted that it was agreed in March 2024 (Minute 189/23) that the Cloudy IT contract was extended by 24 months to April 2026 to allow a continuity of managed IT services for the move across to the new Community Hub.

The 2026/27 renewal from Cloudy IT represents an annual increase of £74.88 compared to 2025/26 and is within agreed budget provision. Further work is required to confirm details (number and type) of licences, and the current quote will be subject to minor revision upon confirmation of these details.

Council resolved to accept the quotation noting that it would be subject to minor revision on clarification of the number and type of licences required.

**212/25 Vacant Seat – Oldbrook Ward**

Council considered two candidates for co-option as a Community Councillor to fill the vacant seat on the Oldbrook ward. Following their presentations to Members and a subsequent vote, Isaac Opoku was successfully co-opted.

**213/25 Upcoming Events (Community Hub)**

Citizens Advice MK – Wednesdays fortnightly – Wellbeing Room/The Nest  
Community Larder - Wednesdays, 2pm-4pm  
Seated Exercise – every Monday at 1.30pm – Council Chamber  
MK Lymphoma Support Group 2pm-4pm – first Thursday of every month – The Nest  
Knit & Natter – every Thursday – 11.30-12.30 – Cafe  
Golden Memories Thrive Club 1pm – 4pm – last Friday of every month– The Nest  
Yoga classes – Mondays 10am -11am – Council Chamber  
Adult Dance Fitness – Wednesdays 10am -11am – Council Chamber  
Ujhasuma Africa Music Programme – Saturdays 6 weeks, starting 28/3 11am – 12.30 – Council Chamber

**214/25      Dates of Future Committee & Working Group Meetings**

Planning – 7 April 2026 at 6.30pm  
Annual Meeting of Electors – 14 April at 6.30pm

**215/25      Save the Date – Councillor Training**

BMKALC have now informed us that they will not be able to deliver training until June, currently all Monday evenings in June are available.

A poll will be circulated via email to determine the best date.

**216/25      Date of Next Meeting**

Tuesday 21 April 2026 at 7.30pm



## Report from Jane Whild - Fishermead

1. On 19 March, I attended a drop-in session at Campbell Wharf about the Grand Union Canal Transfer Project, which will bring recycled water from Minworth to Luton. For the Milton Keynes stretch, options discussed included modifying the Iron Trunk Aqueduct or adding new locks. Assurances were given that sewage overflow at Minworth and flooding risks along this stretch would be avoided, though concerns remained about canal closure disruption and ecological impacts on rivers currently receiving the water. Consultation closed on 2 April, with works planned from 2030 to 2033.
2. On 23<sup>rd</sup> March, I attended a Community Preparedness for Flooding webinar hosted by MKCC. It included a presentation from a Communities Prepared - a national community resilience programme that equips Community Emergency Volunteers (CEV) and Flood Warden groups. It included:
  - What flood groups are and how they support community resilience
  - Role of the flood group emergency response
  - The practical steps involved in setting up a flood group

Let me know if anyone would like the slides. They invited feedback about any training needs we had in the parish.

On the Milton Keynes' Geospatial Portal, layers for Flood zones and Risk of Flooding from Surface Water show which areas of our parish are at risk. Val, who was also at the webinar, has filled me in about past actions required to deal with surface water in Oldbrook. Our Climate Action Plan which was reviewed in March, contains an action to Develop a Community Flood Plan and Set up a Community Flood Group. However, a notice in the November HG magazine failed to attract any interest. I hope this can be revisited in the year ahead.

3. On 26 March I met the PCSO's, Craig Hawksworth and Paul Colborne at the Trinity Centre, with Frankie and Ophelia. The idea of a establishing a community forum – managed by councillors and residents was raised, perhaps in partnership with Woughton CC. I propose that this be explored.
4. On 30<sup>th</sup> March **I attended an online webinar exploring what it means to be a 21st-century parish and town councillor**, hosted by NALC and Prof Catherine Needham of and University of Birmingham's Institute of Local Government Studies, with the Association of Democratic Services Officers and the Society of Local Council Clerks. Attendees were invited to reflect on how the role is evolving amid increasing responsibilities, rising expectations and a changing local government landscape. I recommend that councillors visit the **The 21st Century Public Servant [Project Website and Resources](#)** and the [Slidedeck](#) for some self-reflection in advance of our CPCC. training.



**The minutes of the Planning, Infrastructure & Transport Committee of  
Campbell Park Community Council held  
on Tuesday 7 April 2026  
at the CPCC Community Hub, Springfield Boulevard, Springfield  
commencing at 6.30pm  
This meeting was open to the Public**

**Members Present**

Cllr V Dixon

Cllr B Greenwood (Chair)

Cllr B Macharia

Cllr J Whild

Cllr R Golding

Cllr K Kavarana

Cllr J Messent (arrived at 18:33)

**In attendance**

T Jones, Committee Clerk

**78/25**

**Apologies for Absence**

None

**79/25**

**Declarations of Interest**

None

**80/25**

**Minutes of the Previous Meeting**

The minutes of the meeting held on 2 March 2026, having been previously circulated were approved as a correct record and signed by the Chair.

**81/25**

**Public Involvement – Deputations, Petitions and Questions**

None

**82/25 Consultations – including any applications or consultations received after the publication of the Agenda that must be considered before the date of the next meeting. Any additional items that will be considered will be published on the day of the meeting on the Campbell Park Community Council website.**

**a. Planning Applications**

**i. PLN/2026/0443**

Non-material amendment seeking to amend wording of conditions 1, 18 and 21 to refer to the Strategic Highways Infrastructure Plan approved by 23/02686/NMA (relating to permission ref. PLN/2024/2745 for variation of condition 19 (Strategic Highway Infrastructure) seeking to increase the number of homes that can be occupied prior to completion of strategic highway infrastructure from 250 to 500 (relating to permission ref. 21/00999/OUTEIS for Hybrid planning application encompassing: (i) outline element (with all matters reserved) for a large-scale mixed-use urban extension (creating a new community) comprising: residential development; employment including business, general industry and storage/distribution uses; a secondary school and primary schools; a community hub containing a range of commercial and community uses; a new linear park along the River Ouzel corridor; open space and linked amenities; new redways, access roads and associated highways improvements; associated infrastructure works; demolition of existing structures and (ii) detailed element for strategic highway and multi-modal transport infrastructure, including: new road and redway extensions; a new bridge over the M1 motorway; a new bridge over the River Ouzel; works to the Tongwell Street corridor between Tongwell roundabout and Pineham roundabout including new bridge over the River Ouzel; alignment alterations to A509 and Newport Road; and associated utilities, earthworks and drainage works))  
**at Milton Keynes East, Land East and West of A509 London Road , MK16 0JA**

*Deadline: 20 March*

*Planning Officer: Lauren Bradwell*

Committee resolved to note the application.

*The following notification/s were tabled having been received after the publication of the agenda but requiring a decision before the next meeting.*

**ii. PLN/2026/0592**

Approval of details required by condition 3 (Materials), condition 7 (Bird/ Bat boxes), condition 8 (Habitat Management and Monitoring Plan (HMMP)) and condition BNG 1 (Biodiversity Gain Plan (BGP)) of permission ref. PLN/2025/2391  
**at XERCISE4LESS, WINTERHILL HOUSE, SNOWDON DRIVE, WINTERHILL, MILTON KEYNES, MK6 1AP**

*Comments by 14 April*

*Planning Officer: Sonia James*

Committee resolved to note the application.

iii. **PLN/ 2026/0513**

Change the use from a dwellinghouse (Use Class C3) to a 5-bedroom House in Multiple Occupation (Use Class C4) (retrospective)  
at 37 RICHARDSON PLACE, OLDBROOK, MILTON KEYNES, MK6 2PL

Comments by 24 April

Planning Officer: Gabriel Kenyon

Committee resolved to make a comment, highlighting that the proposal does not appear to meet the required parking standards, further noting that there are not areas for overflow parking in the vicinity of this property.

iv. **PLN/ 2026/0487**

Proposed first floor extension over the garage and garage conversion, modifications to forward porch.  
at 80 THE BOUNDARY, OLDBROOK, MILTON KEYNES, MK6 2HW

Comments by 24 April

Planning Officer: Gabriel Kenyon

Committee resolved to make no comment.

b. **Licensing**

None

c. **Update on Past Consultations**

The Committee noted the outcome of the following applications.

Permitted/Approved:

- i. PLN/2026/0351 - 40 PORTLAND DRIVE, WILLEN, MILTON KEYNES, MK15 9JP

d. **Appeals**

- i. Appeal Ref: 6002100 - Mercury House, Brickhill Street, Willen Lake, MK15 0DJ

The application Ref is PLN/2025/1985.

The development proposed is prior approval for a two storey roof extension to form 36 apartments.

Decision - The appeal is dismissed

e. **Planning Enforcement**

The Committee received reports received from MKCC relating to Planning Enforcement.

**83/25 Committee Terms of Reference Review**

Committee reviewed its Terms of Reference prior to the Annual Meeting of Council in May 2026 resolving that only minor changes were needed to update items 11 & 16, however, Committee noted relating to item 11, that whilst informal reviews of the Neighbourhood Plan had been undertaken, a decision on whether to renew the Neighbourhood Plan would need to follow the implementation of the new MK City Plan 2050.

**84/25 Mandatory Parking Zones for EBike and EScooter Hire**

Following the implementation of new Mandatory Parking Zones(MPZs) in Milton Keynes in January 2026, Committee reviewed the impact in the CPCC area, noting that no significant change had been noticed with bikes/scooters still being abandoned in inconvenient and inconsiderate locations. Committee resolved that the Committee Clerk would contact MKCC to provide this feedback, seek further information on the roll out of the MPZ's and also obtain information about the policy for setting tariffs for the use of these vehicles.

**85/25 General Consultations**

None

**86/25 Date of Next Meeting**

Tuesday 5 May 2026 at 6:30pm

DRAFT

# **CAMPBELL PARK COMMUNITY COUNCIL**

## **DATA PROTECTION POLICY**

### **Introduction**

This policy outlines how Campbell Park Community Council complies with its obligations under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. It applies to all councillors, employees, contractors, volunteers, and anyone else who processes personal data on behalf of the council.

### **Purpose and Scope**

The purpose of this policy is to ensure that personal data is handled responsibly, securely, and in accordance with the law. It supports the council's commitment to transparency, accountability, and the protection of individual privacy rights.

This policy applies to all personal data processed by the council, whether held electronically or in paper form, and includes data relating to residents, staff, contractors, and service users.

### **Data Protection Principles**

The council will ensure that personal data is:

- Processed lawfully, fairly, and transparently
- Collected for specified, explicit, and legitimate purposes
- Adequate, relevant, and limited to what is necessary
- Accurate and kept up to date
- Kept only for as long as necessary
- Processed securely to prevent unauthorised access, loss, or damage

### **Lawful Basis for Processing**

The council will identify and document the lawful basis for processing personal data, which may include:

- Consent
- Contractual necessity
- Legal obligation

- Vital interests
- Public task
- Legitimate interests

## **Rights of Data Subjects**

Individuals have the following rights under UK GDPR:

- Right to be informed
- Right of access
- Right to rectification
- Right to erasure
- Right to restrict processing
- Right to data portability
- Right to object
- Rights related to automated decision-making and profiling
- Requests to exercise these rights should be submitted in writing and will be responded to within one calendar month

## **Data Security**

The council will implement appropriate technical and organisational measures to protect personal data, including:

- Password protection for electronic files
- Secure storage for paper records
- Regular backups
- Restricted access to sensitive data
- Staff training on data protection

## **Data Breaches**

Any data breach must be reported immediately to the Clerk or Data Protection Lead. The council will assess the breach and, if necessary, report it to the ICO within 72 hours. A personal data breach is a security incident that results in the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data. Breaches can occur whether data is held electronically or in paper form.

Examples of Data Breaches Include:

- Loss or theft of devices containing personal data (e.g., laptops, USB drives, mobile phones)
- Sending personal data to the wrong recipient via email or post
- Unauthorised access to personal data by staff or third parties
- Accidental deletion of personal data without backup
- Failure to redact personal information in documents released to the public
- Hacking or malware attacks that compromise council systems
- Leaving paper records or screens displaying personal data unattended in public areas
- Incorrect disposal of confidential waste (e.g., not shredding paper documents)

## **Data Breach Response Procedures**

In the event of a personal data breach, Campbell Park Community Council will follow a structured response process to mitigate harm, comply with legal obligations, and prevent recurrence.

### **1. Identification and Reporting**

Any staff member, councillor, or contractor who becomes aware of a potential data breach must report it immediately to the Clerk or Data Protection Lead. Reports should include details of what happened, when, and what data may be affected.

### **2. Containment and Recovery**

The Clerk or Data Protection Lead will assess the breach and take steps to contain it, such as:

- Isolating affected systems
- Recovering lost data
- Changing access credentials
- Notifying IT support if technical intervention is needed

### 3. Risk Assessment

The council will evaluate:

- The type and sensitivity of the data involved
- The number of individuals affected
- Potential consequences for those individuals
- Whether the data was encrypted or protected

### 4. Notification

If the breach is likely to result in a risk to individuals' rights and freedoms, the council will:

- Notify the Information Commissioner's Office (ICO) within 72 hours
- Inform affected individuals without undue delay, providing clear guidance on steps they can take

### 5. Documentation

All breaches will be recorded in the council's Data Breach Register, including:

- Date and time of breach
- Nature of the breach
- Individuals affected
- Actions taken
- Outcome and lessons learned

### 6. Review and Prevention

The council will conduct a post-incident review to:

- Identify root causes
- Update policies and procedures
- Provide additional staff training if necessary

## **Data Retention**

Personal data will be retained only for as long as necessary and in accordance with the council's Document Retention Policy. Data no longer required will be securely deleted or shredded.

## **Data Sharing**

Personal data will only be shared with third parties when there is a lawful basis to do so. The council will ensure that appropriate data sharing agreements are in place.

## **Training and Awareness**

All staff and councillors will receive regular training on data protection responsibilities. Awareness will be maintained through updates and guidance.

## **Review and Updates**

This policy will be reviewed annually or when significant changes occur in legislation or council operations.

## **Contact**

For questions or concerns about this policy or data protection matters, please contact:

Data Protection Lead / Clerk:

## **Data Subject Access Requests (DSARs)**

Under the UK GDPR, individuals have the right to access their personal data held by the council. This is known as a Data Subject Access Request (DSAR).

### **Making a Request:**

- Requests must be made in writing (including email) and should include sufficient information to identify the individual and the data requested.
- Requests can be submitted to the Clerk or Data Protection Lead at the council's main office or via the council's official email address.

### **Verification:**

- The council may request proof of identity before processing the request to ensure data is not disclosed to the wrong person.

### **Response Time:**

- The council will respond to DSARs within one calendar month of receipt.
- This period may be extended by a further two months if the request is complex or numerous. The individual will be informed of any extension and the reasons for it.

### **Scope of Access:**

Individuals are entitled to:

- Confirmation that their data is being processed
- Access to their personal data
- Other supplementary information (as outlined in Article 15 of the UK GDPR)

### **Exemptions:**

Some data may be withheld if an exemption applies under the Data Protection Act 2018 (e.g., data relating to crime prevention or legal privilege).

### **Record Keeping:**

The council will maintain a log of all DSARs received, including the date of receipt, the nature of the request, and the date of response.



# Civility & Respect

IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

## **Councillor's Statement of Assurance**

I confirm that I have read the council's Code of Conduct, including the principles of public life, and understand my obligations and the behaviour expected of me whenever I am acting as a councillor.

Understanding my duties as a councillor, I will adopt the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership. I will also:

- Behave respectfully towards others, including those I disagree with.
- Uphold the values identified in my council's Code of Conduct.
- Attend training required by the council as part of my role as a councillor.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

