STRETTON ON DUNSMORE PARISH COUNCIL

Data Protection Policy

The Data Protection Policy

Stretton on Dunsmore Parish Council recognises its responsibility to comply with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). The act and the GDPR regulate the use of personal data. This does not have to be sensitive data; it can be a little as a name and address.

THE DATA PROTECTION ACT 2018 sets out the high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how personal information can be collected, handled and used. The act applies to anyone holding personal information about people, electronically or on paper.

THE GENERAL DATA PROTECTION REGULATION 2018 (GDPR) states that the information that the Parish Council provides to people about how it processes their personal data must be concise transparent, intelligible and easily accessible, written in clear and plain language.

Procedures

When dealing with personal data, the Parish Council staff and Councillors must ensure that:

a. Data is processed fairly and lawfully. This means that personal information should only be collected from individuals if staff and councillors have been open and honest about why they want personal information.
b. Data is processed for specific purposes only.
c. Data is relevant to what it is need for. Data will be monitored so that too much or too little is not kept: only data that is needed should be held.
d. Data is accurate and kept up to date. Personal data should be accurate, if not it be corrected.
e. Data is not kept longer than is needed. Data no longer needed should be shredded or deleted.
f. Data is processed in accordance with the rights of individuals. Individuals must be informed, upon request, of all the personal information held about them.
g. Data is kept securely. Only the Clerk and Councillors can access the data; it cannot be accessed by members of the public.
h. When a councillor resigns or is not re-elected all data and emails held on personal computers, laptops and mobile devices must be securely removed and confirmation that this has been done should be sent to the Parish Clerk.

Collecting Data

The Parish Council recognises its responsibility to be open with people when taking personal details from them. This means that they must be honest about why the require a piece of information. If, for example, a member of the public gives their phone number to the Parish Council, this will only be used for the purpose for which it was given and will not be disclosed to a third party.

Storing and Accessing Data

The Parish Council may hold personal information about individuals such as their addresses and telephone numbers. These will be held securely and not disclosed to the public. All data stored on the Parish Council computer is password protected. Once data is not needed anymore it will be securely deleted from the computer.

The Parish Council is aware that people have the right to access any personal information that is held about them. If a person requests to see any data that is being held about them:-

a. They must be sent all of the personal information that is being held about them
b. There must be an explanation for why it has been stored
c. There must be a list of who has seen it
d. It must be sent within 40 days
e. Requests that are manifestly unfounded or excessive may be refused or an appropriate charge made
f. If a request is refused, then a reason must be given

A fee to cover photocopying and postage charges will be charged to the person requesting the personal information. This fee will be agreed by the Parish Council and amended in line with inflation from time to time.

If a request is received to either rectify or delete personal information this must be actioned.

If an elected member of the council, for example a councillor, needs to access information to help carry out their duties, this is acceptable. They are only able to access as much information as necessary and it should be used for that specific purpose. Data should never be used for political reasons unless the data subjects have consented. Requests of this nature should be made in writing to the Parish Clerk.

Stretton on Dunsmore Parish Council has registered with the Information Commissioner's Office under the Data Protection Act 2018. This information is below but is also readily available on the website. https://stretton-on-dunsmore-parishcouncil.gov.uk/