

Parish Council - Data Protection Policy

The Parish Council recognises its responsibility to comply with the Data Protection Act 1998. The act regulates the use of personal data. This does not have to be sensitive data; it can be as little as a name and address.

The Data Protection Act

The Data Protection Act 1998 sets out 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 Data Protection Act applies to anyone holding personal information about people, electronically or on paper.

The Parish Council complies with The Data Protection Act 1998 when holding personal information. The Parish Council is exempt from notifying the Information Commissioner that it holds personal data about individuals.

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

- **Data is processed fairly and lawfully**
This means that personal information should only be collected from individuals if the Clerk and Councillors have been open and honest about why they want the personal information.
- **Data is processed for specified purposes only**
- **Data is relevant to what it is needed for**
Data will be monitored so that too much or too little is not kept; only data that is needed should be held.
- **Data is accurate and kept up to date**
Personal data should be accurate, if it is not it should be corrected.
- **Data is not kept longer than it is needed**
Data no longer needed will be shredded or securely disposed of.
- **Data is processed in accordance with the rights of individuals**
Individuals must be informed, upon request, of all the personal information held about them.
- **Data is kept securely**
Only staff and Councillors can access the data. It cannot be accessed by members of the public.

Personal data collected, retained and processed by the Parish Council and Clerk to the Parish Council is limited to the following:

- The names and contact details of Parish Councillors and the Clerk to the Parish Council.
- The names and contact details of parishioners and members of the public that are revealed in correspondence to and from the Parish Council and/or councillors. These details are only held and processed for the sole purpose of addressing matters of concern that relate directly to Parish Council business. It is permitted for a member of the Parish Council or the Clerk to the Parish Council to access as much information as is necessary in order to carry out their official duties. They are only able to access as much information as is necessary and it must only be used for that specific purpose.
- The Electoral Roll for the Parish.

The data about individuals will be kept securely by the Clerk to the Parish Council in a locked facility that is not available for public access. The data stored on the computer belonging to the Clerk to the Parish Council is password protected.

Members of the public and councillors 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

- They must be sent all of the personal information that is being held about them
- There must be an explanation for why it has been stored
- There must be a list of who has seen it
- It must be sent within 40 days

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.

The Parish Council possesses no sensitive personal data.

Councillors have agreed that their names and contact details can be released to the public and displayed on the Parish Noticeboard/Website.