

CLIFFORD PARISH COUNCIL - DATA PROTECTION & SECURITY POLICY

Clifford Parish Council (The Council) recognises its responsibility to comply with the General Data Protection Regulation 2018. This regulates the use of personal data which is defined as information which can identify a living individual.

THE GENERAL DATA PROTECTION REGULATION:

The General Data Protection Regulation 2018 says that the information provided to people about how we process their personal data must be concise, transparent, intelligible and easily accessible.

When dealing with personal data, The Council will ensure that it is:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

INFORMATION COLLECTION

The Council recognises its responsibility to be open with people when taking personal details from them. This means that staff must be honest about why they want a particular piece of information. If, for example, a member of the public gives their phone number to staff or a member of The Council, this will only be used for the purpose it has been given and will not be disclosed to anyone else.

Data may be collected via the Parish Council's website – the 'Contact Us' form or 'Emailing News' form. The webpages for both forms contain policy statements about how the data will be stored and used.

INFORMATION STORAGE

The Council may hold information about individuals such as their addresses and telephone numbers. These are kept in a secure location at the clerk's place of residence and are not available for the public to access. All data is stored on a computer which is password protected, runs the latest version of the operating system and anti-virus software. Once data is no longer required, it will be shredded and/or deleted from the computer.

Councillors must not retain personal information any longer than is necessary to deal with the issue raised. Correspondence, in either paper or digital format, should be passed to the clerk.

RIGHTS OF INDIVIDUALS

Anyone has the right to access their personal information. On receipt of such a request The Council will, within one month, supply the following:

- A copy of the information
- Reason(s) for the retention of the information
- Who has access to the information
- Source of the information

·Requests that are manifestly unfounded or excessive may be refused or a charge made.

Anyone has the right to have their personal information corrected. This will be carried out within two weeks of receipt of the request.

Anyone may request that their personal information be erased or destroyed. The Council will either confirm that the request has been complied with or provide a reason why it has been retained e.g. compliance with a legal obligation.

UNAUTHORISED DISCLOSURE

In the event of a data breach, the clerk will, as a matter of urgency, carry out an investigation and inform The Council of the how the security systems failed and what corrective action has been taken.