



# **EAST DONYLAND PARISH COUNCIL**

**Serving the Village of Rowhedge**

## **Data Protection & Information Security Policy**

East Donyland 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 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, written in clear and plain language, particularly if addressed to a child and free of charge.

As a local authority, East Donyland Parish Council has a number of procedures in place to ensure that it complies with The Data Protection Act 1998 and the General Data Protection Regulation 2018 when holding personal information. East Donyland Parish Council has appointed the clerk as the designated Data Protection Officer. The clerk will receive training for this role, as required.

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

- 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 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.
- 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.

### **Collecting data**

East Donyland Parish 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 East Donyland Parish Council, this will only be used for the purpose it has been given and will not be disclosed to anyone else.



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## Storing and accessing data

East Donyland Parish Council may hold information about individuals such as their addresses and telephone numbers. Except for the main contact details for the Councillors the information about individuals will be securely kept and are not available for public access. Councillor contact information published shall only include their council email address unless specific consent is given to publish further contact information.

Once data is not needed any more, is out of date or has served its use and falls outside the minimum retention time of the Council's document retention policy, it will be shredded or securely deleted.

The Parish Council is aware that people have the right to access any 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 information that is being held about them
- There must be explanation for why it has been stored
- There must be a list of who has seen it
- It must be sent within one month

If an individual requests that their data is corrected or erased, this will be carried out.

## Disclosure of personal information

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 only be used for that specific purpose. If, for instance, someone has made a complaint about overhanging bushes in a garden, a Councillor may access an address and telephone number of the person who has made the complaint so they can help with the enquiry. However, before they access any sensitive information about a person, they would need consent to do this from the Parish Clerk. Data should never be used for political reasons unless the data subjects have consented.

## Confidentiality

Councillors and staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.

If a data breach is identified the ICO must be informed and an investigation will be conducted. This policy will be reviewed annually, as well as an annual review of the compliance and effectiveness of the policy.