Whitfield Parish Council
General Data Protection Policy

Issue 2 : March 2021

1. Introduction

Personal data is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be either by using the data itself or by combining it with other information which helps to identify a living individual. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (GDPR) and other legislation relating to personal data and rights such as the Human Rights Act.

The UK GDPR sets out seven key principles:

- Lawfulness, fairness and transparency;

- Purpose limitation;

- Data minimisation;

- Accuracy;

- Storage limitation;

- Integrity and confidentiality (security);

- Accountability.

Whitfield Parish Council (We) adhere to these principles, which lie at the heart of our approach to processing and use of personal data.

2. Responsibilities

a.   Whitfield Parish Council is required to have policies for Data Protection.

b.   Whitfield Parish Council is the Data Controller for all data held by the Council.

c.   The Parish Clerk, Deputy Clerk and Chairman are the primary Data Processors for Whitfield Parish Council.

d.   Whitfield Parish Council is registered with the Information Commissioner's Office under the Terms of the Data Protection Act 2018. Registration Reference: ZA432671

e.   This policy shall be subject to periodic review by the Parish Council to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements to maintain compliance with changes to current legislation and guidance.

3. Compliance

Whitfield Parish Council shall comply with its obligations under GDPR;

a.   by keeping personal data up to date;

b.   by storing and destroying it securely;

c.   by not collecting or retaining excessive amounts of data;

d.   by protecting personal data from loss, misuse, unauthorised access and disclosure; and

e.   by ensuring that appropriate technical measures are in place to protect personal data.

In the normal course of business, the Parish Council receives personal data in connection with the following Council activities:

- Administration of employment matters for Staff and Councillors.

- Correspondence and communications sent to the Council.

- Volunteer lists for specific activities/events.

4.   Sharing Personal Data

Any personal data shall be treated as strictly confidential and shall not be passed onto a third party without the express consent of the data subject.

5.   Storage of Personal Data:

All Council paper documents shall be securely stored in filing cabinets in the Parish Council office or, in the case of older documentation, held in Secure off-site archives.

All computer records shall be securely stored on Council computers, with suitable anti-virus software, with backup files stored on a separate hard drive. All data shall be encrypted to only be accessible by Data Processors.

6.   Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

a.   The right to access personal data We hold on you;

At any point you can contact us to request the personal data We hold on you as well as why We have that personal data, who has access to the personal data and where We obtained the personal data from. Once We have received your request We will respond within one month.

(There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee).

b.   The right to correct and update the personal data We hold on you;

If the data We hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

c.   The right to have your personal data erased;

If you feel that We should no longer be using your personal data or that We are unlawfully using your personal data, you can request that We erase the personal data We hold. When We receive your request We will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because We need it for to comply with a legal obligation).

d. **The right to object to processing of your personal data or to restrict it to certain purposes only**

You have the right to request that We stop processing your personal data or ask us to restrict processing. Upon receiving the request We will contact you and let you know if We are able to comply or if We have a legal obligation to continue to process your data.

e. **The right to data portability**

You have the right to request that We transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

f. **The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained**

You can withdraw your consent easily by telephone, email, or by post.

g. **The right to lodge a complaint to the Information Commissioners Office (ICO).**

www.ico.org.uk/

www.ico.org.uk/for-organisations/guide-to-data-protection/

Helpline phone number: 0303 123 1113

7. **Further processing**

If We wish to use your personal data for a new purpose, not covered by this Data Protection Policy, then We shall seek your prior consent to the new processing and explain the new use, setting out the relevant purposes and processing conditions.

8. **Contact Details**

To exercise all relevant rights, queries, or complaints, please in the first instance contact the Parish Clerk for Whitfield Parish Council.

9. **Revisions to this Policy**

Issue 2	March 2021 Revised to new layout and format, content unchanged from issue 1.