

WERRINGTON PARISH COUNCIL



DATA PROTECTION POLICY

For the purposes of this policy, the term 'Data Protection Act' includes the 1998 clauses still in effect and the 2018 Act, incorporating the General Data Protection Regulation (GDPR).

Werrington Parish Council recognises its responsibility to comply with the Data Protection Act. This Act regulates the use of personal data, and how the council collect, use and store this information. This policy sits alongside our Privacy Notice which is published on our website and is available upon request.

THE DATA PROTECTION ACT:

The Data Protection Act sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how information can be collected, handled and used. The Data Protection Act applies to anyone holding 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, Werrington Parish Council has a number of procedures in place to ensure that it complies with The Data Protection Act, in particular the General Data Protection Regulation 2018, when holding personal information.

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

- **IT IS PROCESSED FAIRLY AND LAWFULLY**
This means that information should only be collected from individuals if staff and Councillors have been open and honest about why they want the information.
- **IT IS PROCESSED FOR SPECIFIED PURPOSES ONLY**
These purposes should be specified when the information is requested.
- **IT 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.
- **IT IS ACCURATE AND KEPT UP TO DATE**
Personal data should be accurate, if it is not it should be corrected.
- **IT IS NOT KEPT LONGER THAN IT IS NEEDED**
Where possible, the length of time for which any data will be retained should be stated when the information is requested. Once this time has lapsed, data must be destroyed. This includes electronic and paper copies.
- **IT IS PROCESSED IN ACCORDANCE WITH THE RIGHTS OF INDIVIDUALS**

This means that individuals must be informed, upon request, of all the information held about them.

- **IT IS KEPT SECURELY**

This means that only staff and Councillors can access the data, it should be stored securely so it cannot be accessed by members of the public.

COLLECTING DATA

Werrington Parish Council recognises its responsibility to be open with people when taking personal details from them. Individuals will be informed of why their data is required, how long it will be kept, and who within the Council may have access to it. For example, names, addresses and contact numbers are required to join the Allotments waiting list and will only be accessed by the Clerk for the purposes of administering the allotments, for as long as an individual remains on the waiting list. Data may be collected via the Parish Council's website, by using the 'Contact Us' form or by commenting on posts. The Council's Privacy Notice is available on the website.

STORING AND ACCESSING DATA

Werrington Parish Council may hold information about individuals such as their addresses and telephone numbers. These are kept in a secure location at the Parish Clerk's place of residence and are not available for the public to access. All data stored on a computer is password protected. Once data is not needed anymore, if it is out of date or has served its use, it will be shredded or deleted from the computer. The Parish Council are 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
- Requests that are manifestly unfounded or excessive may be refused or a charge made
- If a request is refused, a reason must be given.
- If an individual requests that their data is amended or erased, this will be carried out.

DISCLOSURE OF INFORMATION

If an elected member of the Council 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 trees, 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

Werrington Parish Council 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.