

Data Protection Policy

Sancreed Parish Council

The Parish Council is bound to comply with the General Data Protection Regulations (GDPR) 2018 which regulates the use of personal data. Personal data does not have to be sensitive and can be as little as a name and address.

General Data Protection Regulations (GDPR)

The GDPR sets the standards for the handling of personal information and protecting individuals' rights to privacy. It also regulates how personal information can be collected, handled and used and applies to anyone holding personal information about people, electronically or on paper. The Parish Council has also notified the Information Commissioner that it holds personal data about individuals.

The regulations require that, when dealing with personal data, Parish Council staff and members must ensure that:

- a. Data is processed fairly, lawfully and in a transparent manner.
Staff must be open and honest about the personal information is needed.
- b. Data is processed for specified purposes only
Data is collected for specific, explicit and legitimate purposes only.
- c. Data is relevant to what it is needed for
Only data that is needed will be held.
- d. Data is accurate and kept up to date and only kept as long as it is needed.
Personal data should be accurate – erroneous data will be corrected. Data no longer needed will be shredded or securely disposed of.
- e. Data is processed in accordance with the rights of individuals.
Individuals must be informed, upon request, of all the personal information held about them.
- f. Data is kept securely.
Data will be protected against unauthorised or unlawful processing and against accidental loss, destruction or damage.

Storing Data

The Parish Council has a 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 personal information.

The Council may hold personal information about individuals such as their names, addresses, email addresses and telephone numbers. These may be held on paper files kept securely at the in the Clerk's home office, or in databases on the Clerk's computer that are password protected.

When this written and computer-based data is no longer needed, is out of date or has served its use and falls outside the minimum retention time of the Council's document retention policy, it will be shredded or securely deleted from the computer.

Accessing Council-Held Data

People have the right to access any personal information that is held about them by the Council. Subject Access Requests (SARs) must be submitted in writing (hard copy or email). If a

person requests to see any data that is being held about them, the SAR response must be free, sent within 30 days and include

- i. the names of anyone who has had access to the personal data
- ii. how and to what purpose the personal data is processed
- iii. the period which the Parish Council intends to process it

If a SAR includes the personal data of another individual, the Parish Council will not disclose their personal information. That individual's personal information may either be redacted, or the individual may be contacted to give permission for their information to be shared with the Subject.

In line with the GDPR, individuals have the right to

- have their data corrected, the right
- to request erasure of the data
- to request restriction of processing of the data and
- to object to data processing, although rules do apply to those requests.

Please see the Parish Council's "Subject Access Request Procedure" for more details.

Confidentiality

Parish Council members and staff will treat all complaints or queries with the utmost confidence unless the Subject gives permission to the contrary. When handling personal data, this must also remain confidential.