

## LITTLETON & HARESTOCK PARISH COUNCIL DATA PROTECTION POLICY

1. Littleton & Harestock Parish Council recognises its responsibility to comply with the General Data Protection Regulation 2018. The act and regulation regulate the use of personal data: it can be as little as a name and address.
2. 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.
3. As a local authority, Littleton & Harestock Parish Council has a number of procedures in place to ensure that it complies with the General Data Protection Regulation 2018 when holding personal information.
4. Littleton & Harestock Parish Council has appointed the Parish Clerk as the designated Data Protection Officer and Information Control Officer (ICO). The clerk will receive training for this role, as required.
5. When dealing with personal data, Littleton & Harestock 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
  - 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
  - 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.
6. COLLECTING DATA

Littleton & Harestock 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 Littleton & Harestock Parish 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, which contains a copy of this policy statement about how the data will be stored and used.

7. STORING AND ACCESSING DATA

Littleton & Harestock Parish Council may hold information about individuals such as their addresses and telephone numbers. Hard copy and electronic data is kept secure in the Parish Office and is not available for the public to access. All data on Parish Council computer systems are stored securely. Once any data is not needed anymore, if it is out of date or has served its use, any hardcopy will be securely shredded and electronic records will be securely deleted as soon as possible.

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 also be a list of who has seen it. It must be sent within one month for logging of such a request.

Requests that are manifestly unfounded or excessive may be refused or a charge made. If a request is refused, a reason will be given. If an individual requests that their data is rectified or erased, this will be carried out as soon as possible.

8. 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 over hanging 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 to progress the enquiry. They can only do this if they represent the area in which the subject lives.

However, before they access any sensitive information about a person, they would need consent to do this from the Parish Clerk, which would take the form of a simple verbal request. Data should never be used for political or other reasons unless the data subjects have consented.

9. CONFIDENTIALITY

The Littleton & Harestock Parish Council Parish Clerk is aware that when complaints or queries are made, these 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 (the Parish Clerk) must be informed and he will then inform the Parish Chairman and an investigation will be conducted. These procedures, as well as a review of the compliance and effectiveness of this policy will be reviewed periodically.

10. ADOPTION OF THIS DOCUMENT

Adopted as a policy by Littleton & Harestock Parish Council on 12 February 2018 and updated in the light of GDPR on 4 September 2017.