



## **Shalden Parish Council: General Data Protection Policy**

The Data Protection Policy for Shalden Parish Council recognises its responsibility to comply with the General Data Protection Regulations (GDPR) 2018 which replace the Data Protection Act 1998. The Act regulates the use of personal data, it does not have to be sensitive data, it can be as little as a name and address.

### **The Data Protection Act / General Data Protection Regulation**

The GDPR 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 GDPR applies to anyone holding personal information about people, electronically or on paper.

### **Shalden Parish Council Procedures**

As a local authority Shalden Parish Council has a number of procedures in place to ensure that it complies with the GDPR & Data Protection Act 1998 when holding personal information. When dealing with personal data, Shalden Parish Council Clerk and Councillors must ensure that:

- i. Data is processed fairly and lawfully. This means that personal information should only be collected from individuals if Clerk and Councillors have been open and honest about why they want the personal information.
- ii. Data is processed for specified purposes only.
- iii. Data is relevant for its intended use.
- iv. Data is accurate and kept up to date.
- v. Data will not be kept longer than is needed for its original purpose or anticipated needs.
- vi. Data is processed in accordance with the rights of individuals. This means that individuals must be informed, upon request, of all the personal information held about them.
- vii. Data 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.
- viii. Shalden Parish Council GDPR Policy Adopted XXXX Minute Ref: XXX To be reviewed XXX 2019

In storing and accessing data, Shalden Parish Council recognises its responsibility to be open with people when taking personal details from them. This means that Councillors and Clerk must be honest about why they want a particular piece of personal information. If, for example, a member of the public gives their phone number to the Clerk or a member of Shalden Parish Council, this will only be used for the purpose it has been given and will not be disclosed to anyone else. The Parish Council is aware that people have the right to access any personal information that is held about them. If a person requests to see any data that is being held about them:

- i. Shalden Parish Council must supply all of the personal information that is being held.
- ii. Shalden Parish Council must explain why it has been stored.
- iii. Shalden Parish Council must hold a list of who has seen it.
- iv. It must be supplied within 40 days. A fee to cover photocopying and postage charges will be charged to the person requesting the information. This fee will be reviewed annually by Council. Currently this fee must not exceed £10.

Data will never be used for political reasons.

## **Confidentiality**

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

## **Nominated Officer**

The named Data Protection Officer for Shalden Parish Council is Rob Wood (Parish Clerk).