

GREAT MILTON PARISH COUNCIL DATA PROTECTION POLICY

The Data Protection Act and General Data Protection Regulations

The Data Protection Act 1998, now superseded by the General Data Protection Regulations (GDPR) 2018, sets out high standards for the handling of personal information and protecting individuals' rights for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 Data Protection Act and now the GDPR apply to anyone holding personal information about people electronically or on paper.

As a local government authority, Great Milton Parish Council has a number of procedures in place to ensure that it complies with current legislation concerning personal information. The Parish Council is registered with the Information Commissioner as a processor of personal information.

When dealing with personal data, Great Milton Parish Council's Clerk and Councillors must ensure that:

- **Data is processed fairly and lawfully**
Personal information should only be collected from individuals if staff and councillors have been open and honest about why they want the personal information.
- **Data is processed for specified purposes only**
- **Data 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.
- **Data is accurate and kept up to date**
Personal data should be accurate, if it is not it should be corrected
- **Data is not kept longer than it is needed**
Data will not be kept longer than it is needed for its original purpose or anticipated needs
- **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.
- **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.

Lawful Basis for Processing Personal Data

There are six available lawful bases for processing personal data. The Parish Council has reviewed the data held and determined the lawful basis upon which it is held and the purpose for which it is held. See Annex A.

Storing and accessing data

Great Milton Parish Council recognises its responsibility to be open with people when taking personal details from them. This means that councillors and the 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 Great Milton Parish Council, this will only be used for the purpose it has been given and will not be disclosed to anyone else.

Great Milton Parish Council may hold personal information about individuals such as their addresses and telephone numbers. These will be kept in a secure location at the home of the Parish Clerk and are not available for public access. All such data stored on the clerk's 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 burned or deleted from the computer.

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:

- They must be sent all of the personal 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 40 days

A fee to cover photocopying and postage charges will be charged to the person requesting the personal information. This fee will be agreed by the Council and amended in line with inflation from time to time. Currently this fee must not exceed £10.

Processing of Special Category Data

Certain data such as that pertaining to race, religion or sexual orientation is classed as Special Category data. Great Milton Parish Council has no need to hold or process such data.

Disclosure of personal information

If a Councillor needs to access personal information to help carry out their duties, this is acceptable. They are only able to access as much personal information as necessary and it should only be used for that specific purpose. If, for instance, someone has made a complaint about an over-hanging hedge, 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 personal 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.

Great Milton Parish Council does not divulge personal data for marketing or surveys.

Confidentiality

Great Milton Parish Council's councillors and 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.

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ANNEX A - Lawful Basis for Processing Personal Data

Type of data	Held by	Purpose	Legal basis	Comments
Councillor names, addresses, phone nos, emails Public Task	Parish Clerk	Communication and administration of council business	Public Task	
Contact details for all organisations with which the parish council conducts financial business	Parish Clerk (Responsible Financial Officer)	Administration of council finances	Public Task	
Contact details for people who communicate with the parish council, including other village, district and county organisations	Parish Clerk, Chairman and Councillors	Smooth running of council business	Public Task	Mix of personal and business contact details
Contact details for advertisers in newsletter	Parish Clerk	Administration of advertising contracts	Contract	Mainly business contact details
Job applications	Selection committee	Conduct of staff recruitment	Contract	Data no longer required to be destroyed
Planning Applications	Parish Clerk	Parish Council review of all applications	Public Task	Open source data
Electoral Register	Parish Clerk	Record of all eligible electors in the parish	Public Task	
Newsletter mailing list	Editor of the Newsletter	To allow mailing to a few addressees outside the village	Consent	
Maintenance contractor details	Parish Clerk	Ongoing contact regarding village maintenance	Contract	Mainly business contact details

