

## DATA PROTECTION POLICY

1. Headbourne Worthy Parish Council requires its members and employees to comply with the General Data Protection Regulation (GDPR), which comes into force on 25 May 2018. Under no circumstances should a councillor, or the clerk, pass on personal information, obtained in connection with their official duties, without the express consent of the individual concerned.
2. The clerk will assume the role of Data Protection Officer (DPO) on 25 May 2018. The council acknowledges that the DPO will be able to act independently and cannot be dismissed, or penalised, because of handling of data protection tasks *unless shown to be negligent about those duties*
3. Personal data shall be obtained only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes.
4. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed. It should be accurate and, where necessary, kept up to date.
5. Personal data shall not be kept for longer than is necessary and should be processed in accordance with the rights of data subjects, under the GDPR.
6. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
7. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.
8. The clerk's email signature to carry the following statement:  
*Headbourne Worthy Parish Council only collects, and uses, personal information when it is necessary to deliver council services and to carry out associated legitimate business purposes, such as business administration and financial control.*
9. The DPO is to keep an internal record of all personal data breaches; to report them within 72 hours to the ICO; and to notify any individual(s) affected by a personal data breach.

**This policy is fully supported by all members of Headbourne Worthy Parish Council and has been approved at its meeting on 14 May 2017**