



## **CRESSWELL PARISH COUNCIL STATEMENTS OF GUIDANCE AND POLICY**

### **DATA PROTECTION AND INFORMATION SECURITY**

#### **1. Policy Data Protection**

Cresswell Parish Council (CPC) is committed to complying with The General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The legislation sets out the standards for handling personal information and privacy. It regulates how information can be collected, handled and used. GDPR applies to anyone holding personal information about people, electronically or on paper. Cresswell Parish Council, its Councillors and employees will ensure that:

Data is processed fairly and lawfully; personal information should only be collected from people if Councillors and employees have been open and honest about why the information has been collected.

Data is processed for specific purposes relating to the business of the Parish Council.

Data has been collected by the Parish Council to allow it to carry out its business operations.

Data is accurate and kept up to date.

Data is kept for no longer than is needed by the Parish Council in pursuit of its business practices.

When a person wants to see the information the Parish Council holds on them, this information will be made available on request, it shall be disclosed within 30 calendar days of the request as stated by the GDPR. (A fee may be charged for this service).

Data will be kept securely, and only Councillors and employees will have access to the data.

#### **2. Information Security Policy**

##### **2.1 IT Equipment and PC Ownership**

As per NALC guidelines the Parish Council will provide appropriate IT equipment. This will be a laptop computer provided to the clerk for sole use in undertaking all official Parish work. The parish Council understand the importance to maintain data security, continuity and proper record keeping. All equipment remains the property of the Parish Council and must be returned upon termination of employment.

The Parish Council will ensure that IT equipment is:-

- Kept up to date with security and software patches.
- Replaced or upgraded as needed.
- Covered by technical support or warranty where possible.

## **2.2 Accidental transfer (Sharing) of personal data**

It is considered 'Good working practice' and therefore adopted that Councillors do NOT use private email accounts in relation to CPC business.

Should there be a requirement to share data upon specific request it 'may' be an issue if 'council business' is included within a personal email thread. To avoid this and any other data protection issue relating to use of email, councillors should use a separate email account when dealing with council business.

All changes to email accounts must be notified to the Parish Clerk. It is not considered practicable or reasonable for councillors, or employees, with the exception of the clerk, to use specific electronic devices dedicated for the sole purpose of 'council business' however, due diligence while using these devices is important when conducting council business either from home or other remote working locations. Councillors, Clerk and all 'staff' should change their dedicated email passwords at least once in a 12 month period.

## **2.3 Storage**

Cresswell Parish Council recognises its responsibilities to be open and honest with people when taking personal details from them. They will also be open about the purpose of why the information has been collected, and the information will only be used for the purpose it has been collected and not disclosed to anyone else without the person's permission.

All information collected about people will be held securely at the Parish Office in areas not accessible to the public. All data stored on the Parish Council's computers will be password protected. Information that is no longer required will be destroyed (see Data Retention Policy) and documents that are sensitive, confidential or refer to individuals, and are no longer required will be shredded before disposal.

## **3. Access**

The Parish Clerk is the primary user of data and will use private information to help conduct his/her duties and to carry out the business of the Parish Council. Private data will not be available to anyone but the Clerk, employees and Councillors unless a specific legal request has been made.

BCC should be used as required when bulk emailing non council members.

#### **4. Confidentiality**

All private information will be treated as confidential by the Parish Council.

Version:	Date Reviewed:	Next Review Date:
<b>3.0</b>	<b>July 2025</b>	<b>July 2026</b>