

NETHER WALLOP PARISH COUNCIL

DATA PROTECTION POLICY

Nether Wallop Parish Council Data Protection Policy & Information Security Policy

The Data Protection Policy

Nether Wallop Parish Council recognises its responsibility to comply with the General Data Protection Regulation (“GDPR”) which will take effect in the UK from 25 May 2018 replacing the existing law on data protection (the Data Protection Act 1998) and gives individuals more rights and protection regarding how their personal data is used by councils.

The General Data Protection Regulation (“GDPR”)

The GDPR applies to all local councils and public authorities. The GDPR requires councils and parish meetings to appoint a Data Protection Officer (“DPO”).

When dealing with personal data, NWPC staff and Councillors must ensure that the following GDPR principles are complied with:

- Data is processed fairly and lawfully

This means that 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 only used for a specific processing purpose that the data subject has been made aware of and no other, without further consent.
- Data should be adequate, relevant and limited i.e. only the minimum amount of data should be kept for specific processing.
- Data must be accurate and kept up to date where necessary
- Data should not be stored for longer than is necessary, and that storage is safe and secure.
- Data should be processed in a manner that ensures appropriate security and protection.

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Storing and accessing data

The NWPC 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 personal information.

The NWPC may hold personal information about individuals such as their addresses and telephone numbers. These will be securely kept by the NWPC Councillors and staff who must ensure that details are not available for public access. All data stored on the NWPC Office computers is password protected. Once data is not needed any more, is out of date or has served its use and falls outside the minimum retention time of our document retention policy, it will be shredded or securely deleted from the computer, as is applicable.

The NWPC 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 an explanation for why it has been stored
- There must be a list of who has seen it
- It must be sent within 40 days

Under the GDPR, these rights are explicit and no longer require a fee. In addition, there is a right to have personal data extracted in an electronic portable format that will allow switching between different service providers. There are new rights to erase data too (if it is no longer needed).

Confidentiality

NWPC 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.

Nominated Officer

Our named Data Protection Officer is Edward Souter.

Last updated March 2018