

Lower Broadheath Parish Council

Data Protection Policy

Lower Broadheath Parish Council recognises its responsibility to comply with the Data Protection Act 1998 and the General Data Protection Regulations. The Act and regulations regulate the use of personal data, not necessarily sensitive data, but as simple as a name and address.

The Data Protection Act:

The Data Protection Act 1998 sets out high standards for the handling of personal information and protecting individual's rights for privacy. It also regulates how information can be collected, handled and used. The Data Protection Act applies to anyone holding information about people electronically or on paper.

The General Data Protection Regulation:

The General Data Protection Regulation 2018 says that the information provided to people about how we process their personal data must be concise, transparent, intelligible and easily accessible, written in clear and plain language, particularly if addressed to a child and free of charge.

As a local authority Lower Broadheath Parish Council has a number of procedures in place to ensure that it complies with the Data Protection Act 1998 and the General Data Protection Regulations 2018 when holding personal information.

When dealing with personal data, Lower Broadheath Parish Council staff and Councillors must ensure that:

IT IS PROCESSED FAIRLY AND LAWFULLY This means that information should only be collected from individuals if staff and Councillors have been open and honest about why they want the information.

IT IS PROCESSED FOR SPECIFIC PURPOSES ONLY

IT IS RELEVANT FOR WHAT IT IS NEEDED FOR Data will be monitored so that the appropriate amount is kept; only data that is needed should be held.

IT IS ACCURATE AND KEPT UP TO DATE Personal data should be accurate and if not should be corrected.

IT IS NOT KEPT LONGER THAN IT IS NEEDED

IT IS PROCESSED IN ACCORDANCE WITH THE RIGHTS OF INDIVIDUALS This means that individuals must be informed upon request of all the information held about them.

IT IS KEPT SECURELY This means that only staff and Councillors can access data, it should be stored securely so that it cannot be accessed by members of the public.

COLLECTING DATA

Lower Broadheath Parish Council recognises its responsibility to be open with people when collecting personal details from them. This means that staff and Councillors must be honest about why they want a particular piece of information. If for example a member of the public gives their phone number to a member of staff or a Councillor this will only be used for the purpose for which it has been given and will not be disclosed to anyone else.

STORING AND ACCESSING DATA

Lower Broadheath Parish Council may hold information about individuals such as their addresses and telephone numbers. These are kept in a secure location and are not available for the public to access. All data stored on a computer is password protected. Once data is not needed any more, is out of date or is no longer needed, it will be shredded or deleted from the computer.

The parish council is aware that people have a right to access any information that is held about them.

If a person asks to see any data that is held about them:

- * They must be sent all of the information being held
- * The reason it has been held should be given
- * The response should be sent as soon as practicable.
- * Requests that are manifestly unfounded or excessive may be refused or a charge made.
- * If a request is refused a reason must be given

DISCLOSURE OF INFORMATION

If a member of the council needs to access information to help carry out their duties, this is acceptable. They are only able to access as much information as necessary which should only be used for that particular purpose. If for example someone has made a complaint about overhanging bushes in a garden, a councillor may access the address and telephone number of the complainant in order to pursue the enquiry. The parish clerk should authorise the access to any sensitive information. Data should never be used for political reasons unless the data subjects have consented.

CONFIDENTIALITY

Lower Broadheath Parish Council 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 remain confidential. If a data breach is identified the Information Commissioners Office (ICO) must be informed and an investigation conducted.

This policy will be reviewed annually as well as an annual review of the compliance and effectiveness of the policy.

Adopted by Lower Broadheath Parish Council on 4th June 2018