

Whessoe Parish Council

Data Protection Policy

This policy will be reviewed and updated, if necessary, each year at the time of the Annual Meeting of the Council.

Version	Date of review	Reviewed by	Approval	Comments
V0.1	5/10/18	B Goldfinch		Original Draft
V1.0	19/11/18	Whessoe Parish Council	WPC meeting 19/11/18	
V2.0	11/5/19	WPC	AGM 11/5/19	Reviewed and Approved
V2.1	1/5/20	B Goldfinch		Amended
V3.0		WPC	WPC meeting 18/5/20	Approved

1. Introduction

- 1.1 An essential activity within the council is the requirement to gather and process information about the staff and people who use our services. This will be done in accordance with the General Data Protection Regulations (GDPR), the Data Protection Act 1998 (The Act) and other related government legislation.
- 1.2 The General Data Protection Regulation (GDPR) is an EU regulation that establishes a new framework for handling and protecting the personal data of EU citizens (This will still apply after Brexit).
- 1.3 It introduces new obligations and liabilities for all organisations - including parish councils that handle personal data - and new rights for individuals in respect of their personal data. All organisations must comply with the new rules by 25 May 2018.
- 1.4 Whessoe Parish Council, as a corporate body, is the formal Data Controller and as such must meet the obligations of the GDPR.

2. Information held by Whessoe Parish Council (WPC)

2.1 A data audit of all data held by WPC has been carried out. This included

- What is held
- Where it came from
- Who it is shared with
- The legal basis for holding it
- Whether consent is necessary
- How it is protected

2.3 WPC is aware of the Information Commissioners Office (ICO) code of practice and the risk to information privacy. WPC looks to minimise this risk by ensuring personal information is

- Accurate and up to date
- Relevant
- Not kept too long
- Not disclosed to those who the person it relates to does not wish to have
- Not used in ways that are unacceptable to or unexpectedly by the person it is about
- Kept securely

3. Individual Rights

3.1 Whessoe Parish Council (WPC) has reviewed and amended its policies and procedures in order that they cover all the rights which individuals have including

- Records Management, Retention and Disposal Policy
- Social Media Policy
- Data Transparency Policy

3.2 These documents are published on our website.

4. Communicating Privacy Information

4.1 Whessoe Parish Council has reviewed their Privacy Notice and this is shown in the Annex below.

5. Children

5.1 Whessoe Parish Council does not hold any information / data on any child.

6. Data Protection Officer

6.1 The Information Commissioners Office has decided that Parish Councils do not need to appoint a Data Protection Officer.

Whessoe Parish Council

Clerk to the Council: Bill Goldfinch

1 Camborne Drive, Darlington, DL3 0ZJ

Email: whessoeparishclerk@gmail.com

Contact Privacy Notice

(Placed on Notice Boards and Website January 2019)

When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

The Councils Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject or

Processing is necessary for compliance with a legal obligation or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Information Security

Whessoe Parish Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Whessoe Parish Council at any time).

Children

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: (Parish Clerk – details as above)

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact Parish Clerk – details as above to request this.

Information Deletion

If you wish Whessoe Parish Council to delete the information about you please contact: (Parish Clerk – details as above) to request this.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact Parish Clerk – details as above.

Rights Related to Automated Decision Making and Profiling

Whessoe Parish Council does not use any form of automated decision making or the profiling of individual personal data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Whessoe Parish Council Parish Clerk (details as above) and/or the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

Summary: In accordance with the law, Whessoe Parish Council

- Only collect a limited amount of information about you that is necessary for correspondence, information and service provision.
- Do not use profiling, we do not sell or pass your data to third parties.
- Do not use your data for purposes other than those specified.
- Make sure your data is stored securely.
- Delete all information deemed to be no longer necessary.

Whessoe Parish Council regularly reviews our Privacy Policy to keep it up to date in protecting your data. (You can request a copy of any of our policies at any time).