

# DATA PROTECTION POLICY

Old Catton Parish Council recognises its responsibility to comply with the Data Protection Act 1998 and the General Data Protection Regulation. The Act and Regulation regulate the use of personal data, this does not have to be sensitive data, it can be as little 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 individuals' 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. It must also be available free of charge.

As a local authority Old Catton 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 Regulation 2018 when holding personal information.

When dealing with personal data, Old Catton Parish Council staff and any Council members must ensure that:

- ***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 processed for specified purposes only***
- ***Data is relevant to what is needed for***  
Data will be monitored so that too much or too little is not kept; only data that is needed should be held.
- ***Data is accurate and kept up to date***  
Personal data should be accurate, if it is not it should be corrected.
- ***Data is not kept longer than it is needed***  
Data no longer required will be shredded or securely disposed of.
- ***Data is processed in accordance with the rights of individuals***  
Individuals must be informed, upon request, of all the personal information held about them.
- ***Data is kept securely***  
Only staff can access the data. It cannot be accessed by members of the public.

## **COLLECTING DATA**

Old Catton Parish Council 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 information. If, for example, a member of the public gives their phone number to staff or a member of Old Catton Parish Council, this will only be used for the purpose it has been given and will not be disclosed to anyone else. Data may be collected via the Parish Council's website – the "Contact Us" form. The webpage for this form contains policy statements about how the data will be stored and used.

## **STORING AND ACCESSING DATA**

Old Catton Parish Council may hold information about individuals such as their addresses and telephone numbers. These are kept in a secure location at the Parish Council Office and are not available for the public to access. All data stored on a computer is password protected. Once data is not needed anymore, if it is out of date or has served its use, 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 requests to see any data that is being held about them:

- They must be sent all the information that is being held about them
- There must be explanation for why it has been stored
- There must be a list of who has seen it
- It must be sent within one month
- It must be available free of charge
- Requests that are manifestly unfounded or excessive may be refused or a charge made
- If a request is refused, a reason must be given.

If an individual requests that their data is rectified or erased, this will be carried out.

## **DISCLOSURE OF INFORMATION**

If an elected member of the Council, for example a Councillor, needs to access information to help carry out their duties, this is accessible. They are only able to access as much information as necessary and it should only be used for that specific purpose. For example, if someone has made a complaint about over hanging bushes in a garden, a Councillor may access an address and telephone number of the person who has made the complaint so they can help with the enquiry. They can only do this providing they represent the area that the subject lives in. However, before they access any sensitive information about a person, they would need consent to do this from the Data Controller. Data should never be used for political reasons unless the data subjects have consented.

## **CONFIDENTIALITY**

Old Catton Parish Council members 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. If a data breach is identified the ICO must be informed and an investigation will be conducted.

This policy was adopted on: 9<sup>th</sup> April 2018