

## **Keyworth Parish Council Data Protection Policy**

### **The Data Protection Policy**

Keyworth Parish Council (hereinafter referred to as the Parish Council) recognises its responsibility to comply with the General Data Protection Regulations (GDPR) 2018 which regulate the use of personal data. This does not have to be sensitive data; it can be as little as a name or address.

### **General Data Protection Regulations (GDPR)**

The General Data Protection Regulations:

- Set high standards for the handling of personal information and protecting individuals' rights to privacy.
- Regulate how personal information can be collected, handled and used.
- Apply to anyone holding personal information about people, electronically or on paper.

The Parish Council has notified the Information Commissioner that it holds personal data concerning individuals.

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

- **Data is processed fairly, lawfully and in a transparent manner.** This means that personal information should only be collected from individuals if staff and members have been open and honest about why it is required.
- **Data is processed for specified purposes only.** This means that data is collected for specific, explicit and legitimate purposes only.
- **Data is relevant to what it is needed for.** Data will be monitored so that too much or too little is not kept; only data which is needed should be held.
- **Data is accurate and kept up to date, and is not kept longer than it is needed.** Personal data should be accurate; if not, it should be corrected. Data no longer needed will be shredded or disposed of securely.
- **Data is processed in accordance with the rights of individuals.** Individuals must be informed, on request, of all the personal information about them held by the Parish Council.
- **Data is kept securely.** There should be protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

### **Storing and accessing data**

The Parish Council recognises its responsibility to be open with people when taking personal details from them. This means that staff and members must be honest about why they want a particular piece of personal information.

The Parish Council may hold personal information about individuals, such as their names, addresses, email addresses and telephone numbers. These will be securely kept at the Parish Council office and/or on Parish Council computers, and will not be available for public

### **Keyworth Parish Council**

access. All data stored on Parish Council computers is password protected. Once data is no longer needed, is out of date or has served its purpose and falls outside the minimum retention time of the Parish Council's document retention policy, it will be shredded or securely deleted from computers.

The Parish Council is aware that people have the right to access any personal information held about them. Subject Access Requests (SARs) must be submitted in writing (this can be done by letter or email). If a person asks to see any data held about them, the SAR response must detail:

- How and for what purpose the personal data is processed.
- The period the Parish Council intends to process it for.
- Anyone who has access to the personal data.

The response must be sent within 30 days and should be free of charge.

If a SAR includes personal data concerning another individual, the personal information concerning the other individual should not be shared with the subject without the express permission of the other individual, and should otherwise be redacted.

Individuals have the right to:

- Have their data rectified if it is incorrect.
- Request erasure of their data.
- Request restriction of processing of their data or object to their data being processed.

However, rules do apply to those requests.

See Subject Access Request Procedure for further details.

### **Confidentiality**

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.