

Woodford Parish Council

DATA PROTECTION POLICY

Introduction

Woodford Parish Council recognises its responsibility to comply with the General Data Protection Regulations 2018. The act and regulation regulate the control, use, and storage of personal data, this does not have to be sensitive data, it can be as little as a name and address. This data can be in paper or electronic form. The legislation requires that the information provided to people about how we use their personal data must be concise, transparent, intelligible and easily accessible, written in clear and plain language, and should be free of charge.

As a public authority Woodford Parish Council has a number of procedures in place to ensure that it complies with the General Data Protection Regulation 2018 when holding personal information. Despite being a Public Authority the Act exempts Parish Councils from the need to appoint a Data Protection Officer

Handling Data – General Principles

When dealing with personal data, Woodford 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 specified purposes only**
- **it is relevant to what it 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.
- **it is accurate and kept up to date** Personal data should be accurate, if it is not it 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 held securely** This means that only staff and Councillors can access the data, it should be stored securely so it cannot be accessed by members of the public.

Collecting Data

Woodford 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 a particular piece of information is requested. Furthermore, Information requested must only be used for that purpose and will not be disclosed to anyone else. Any webpages giving contact details for the Council also give policy statements relating to how the data will be stored and used.

Storing and Accessing Data

Woodford Parish Council may hold information about individuals such as their addresses and telephone numbers. These are kept in a secure location at the Parish Clerk's place of residence 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 in accordance with the Data Retention Policy.

The Parish Council is aware that people have the right to access any information that is held about them. If a person requests to see any data that is being held about them, copies of all information held about them must be sent within one month free of charge. There must be explanation as to why it has been stored and details of who has had access to the information.

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, needs to access information to help carry out their duties, this is acceptable. However, they may only access information applicable to their enquiry.

Sharing of Information

Employees personal data may be shared with relevant statutory bodies. e.g. HMRC

No other personal data will be shared with third parties

Confidentiality

Woodford 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 also remain confidential. If a data breach is identified the ICO must be informed and an investigation will be conducted.

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

Adopted by Woodford Parish Council on