



Poslingford Parish Council

Data Protection and Privacy Policy

The Responsible Person for compliance with Data Protection and Privacy Regulations is:

The Clerk to Poslingford Parish Council C R Turner, Hazlemere, High Street, Cavendish CO10 8AZ, phone: 07814 246204; e-mail: poslingforddd@outlook.com

Preamble

Poslingford Parish Council is fully committed to compliance with the requirements of the Data Protection Act 1998 ("the Act"), which came into force on the 1st March 2000. The council will therefore follow procedures that aim to ensure that all employees and councillors who have access to any personal data held by or on behalf of the council, are fully aware of and abide by their duties and responsibilities under the Act.

Statement of policy

In order to operate efficiently, The Parish Council has to collect and use information about people with whom it works. These may include members of the public, current, past and prospective employees, clients and customers, and suppliers. In addition, it may be required by law to collect and use information in order to comply with the requirements of central government. This personal information must be handled and dealt with properly, however it is collected, recorded, and used, and whether it be on paper, in computer records or recorded by any other means there are safeguards within the Act to ensure this.

The Parish Council regards the lawful and correct treatment of personal information as very important to its successful operations and to maintaining confidence between the council and those with whom it carries out business. The council will ensure that it treats personal information lawfully and correctly. To this end the council fully endorses and adheres to the Principles of Data Protection as set out in the Data Protection Act 1998.

The principles of data protection The Act stipulates that anyone processing personal data must comply with Eight Principles of good practice. These Principles are legally enforceable. The Principles require that personal information:

1. Shall be processed fairly and lawfully and in particular, shall not be processed unless specific conditions are met.
2. Shall be obtained only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Shall be adequate, relevant and not excessive in relation to the purpose or purposes for which it is processed.
4. Shall be accurate and where necessary, kept up to date.
5. Shall not be kept for longer than is necessary for that purpose or those purposes.
6. Shall be processed in accordance with the rights of data subjects under the Act.
7. Shall be kept secure i.e. protected by an appropriate degree of security.
8. Shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of data protection.

The Act provides conditions for the processing of any personal data. It also makes a distinction between “personal data” and “sensitive personal data”.

“Personal data” is defined as, data relating to a living individual who can be identified from:

- That data
- That data and other information, which is in the possession of, or is likely to come into the possession of the data controller and includes an expression of opinion about the individual and any indication of the intentions of the data controller, or any other person in respect of the individual.

“Sensitive personal data” is defined as personal data consisting of information as to:

- Racial or ethnic origin
- Political opinion
- Religious or other beliefs
- Trade union membership
- Physical or mental health or condition

- Sexual life
- Criminal proceedings or convictions

Handling of personal/sensitive information The Parish Council will, through appropriate management and the use of criteria and controls:

- Observe fully conditions regarding the fair collection and use of personal information
- Meet its legal obligations to specify the purpose for which information is used
- Collect and process appropriate information and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements
- Ensure the quality of information used
- Apply checks to determine the length of time information is held
- Take appropriate measures to safeguard personal information;
- Ensure that the rights of people about whom the information is held can be fully exercised under the Act. These include:
 - o The right to be informed that processing is being undertaken;
 - o The right of access to one's personal information within the statutory 40 days;
 - o The right to correct, rectify, block or erase information regarded as wrong information.

Implementation

The Clerk of Poslingford Parish Council (contact detail above) is responsible for ensuring adherence with the Data Protection Acts

Privacy notice

- When you contact Poslingford Parish Council, the information you provide (personal information such as name, address, e-mail address and phone number) will be processed

and stored so that it is possible to contact you and respond to your correspondence, advise, provide information, send invoices and receipts relating to service provision. Your information will not be shared with any third party without your prior, express consent.

Poslingford Parish Council - Right to Process Information

Under, General Data Protection Regulation (GDPR) Article 6 (1) (a), (b) and (c), Poslingford Parish Council may process data under these conditions:

- 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 contract with the data subject or to take steps to enter into a contract.

Information Security

Poslingford Parish Council takes care to ensure the security of personal data. We make sure that your information is protected from unauthorized access, loss, manipulation, falsification, destruction or unauthorized disclosure. This done through appropriate technical measures and relevant policies:

- We will only keep your data for the purpose it was collected and for only as long as it is necessary after which it will be deleted or destroyed.

Your Rights

Access to information

- You have the right to request access to the information we have on you. You can do this by contacting the Clerk by e-mail or post. You will be required to provide proof of identity.

Information Correction

- If you believe that the information we have about you is incorrect, please contact the Clerk so that we can update it and keep your data accurate.

Information Deletion

- If you wish Poslingford Parish Council to delete information about you, please contact the Clerk.

Right to Object

- If you believe that your data is not being processed for the purpose it has been collected for, you have the right to object. In this case, please contact the Clerk.

Rights related to automated decision making and profiling

- Poslingford Parish Council does not use automated decision making or profiling of personal data.

Summary

In accordance with the law, we only collect a limited information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint, in the first instance, to our clerk, C R Turner (contact details above) or the Information Commissioners Office on casework@ceo.org.uk or 0303 123 1113

This policy was adopted on 28th November 2018 and was reviewed on 1 March 2023

Signed:.....(Chairman)

Date: