



POLICY	DATA PROTECTION
VERSION	1.1
LAST REVIEWED	2 February 2021

## 1 POLICY STATEMENT

The Council recognises its responsibility to comply with the Data Protection Act 1998 and the General Data Protection Regulation, which regulate the use of personal data.

## 2 Provision of information

- 2.1 Information provided to people regarding how their personal data is processed must be concise, transparent, intelligible and easily accessible, written in clear and plain language, particularly if addressed to a child and free of charge
- 2.2 Data will be monitored to ensure no unnecessary details are retained
- 2.3 Personal data should be accurate and promptly corrected where necessary
- 2.4 Individuals must be informed, upon request, of all the information held about them
- 2.5 Data must be kept securely, only accessible to staff and Councillors when deemed necessary, and be retained for a specific purpose, for instance to assist in the resolution of a complaint

## 3 Data collection

- 3.1 Information should only be collected from individuals in an open and honest way with an explanation of the reason for its collection
- 3.2 Data will only be collected where it is relevant to requirements
- 3.3 Data will only be used for the purpose for which it has been given. Data is not collected via the Council's website
- 3.4 Council may hold information about individuals such as addresses and telephone numbers. These data are kept in a secure location at the Clerk's office and are not available for public access.
- 3.5 All data stored on Council computers is password protected. Data no longer needed or out of date, will be deleted from the computer. Paper records will be shredded.

## 4 Right of access to data

- 4.1 A subject access request must be made in writing to the Clerk
- 4.2 All retained information will be provided within one month, together with an explanation of the reason for its retention, and a list of who has seen it.
- 4.3 Requests that are manifestly unfounded or excessive may be refused or a charge made. If a request is refused, a reason must be given.
- 4.4 An individual may request that their data be rectified or erased.

## 5 Confidentiality

- 5.1 When complaints or queries are made, they must remain confidential unless the subject gives permission. Personal data must remain confidential.
- 5.2 If a data breach is identified the ICO must be informed and an investigation will be conducted.
- 5.3 there will be an annual review of the compliance and effectiveness of the policy.