

GREAT HASELEY PARISH COUNCIL

Information and Data Protection Policy

This policy sets out the Parish Council's commitment to the lawful and fair handling of personal data in accordance with General Data Protection Regulations (GDPR) 2018. The Act sets out high standards for handling personal information and protecting individuals' rights for privacy. It also regulates how personal information can be collected, handled, and used. GDPR applies to anyone holding personal information about people electronically or on paper.

As a local government authority, Great Haseley Parish Council has several procedures in place to ensure that it complies with current legislation concerning personal information. The Parish Council has also notified the Information Commissioner that it holds personal data about individuals.

When dealing with personal data, the Parish Council Clerk and Councillors 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 it is needed for

Data will be monitored so that not too much or too little is 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 will not be kept longer than it is needed for its original purpose or anticipated needs.

Data is processed in accordance with the rights of individuals

This means that individuals must be informed, upon request, of all the personal information held about them.

Data is kept 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.

Lawful Basis for Processing Personal Data

There are six available lawful bases for processing personal data. The Parish Council has reviewed the data held and determined the lawful basis upon which it is held and the purpose for which it is held. See Annex A.

Storing and accessing data

Great Haseley Parish Council recognises its responsibility to be open with people when taking personal details from them. This means that Councillors and the Clerk must be honest about why they want a particular piece of personal information. If, for example, a member of the public gives their phone number to the Clerk or a member of Great Haseley Parish Council, this will only be used for the purpose it has been given and will not be disclosed to anyone else.

Great Haseley Parish Council may hold personal information about individuals such as their addresses and telephone numbers. These will be kept in a secure location at the home of the Clerk and are not available for public access. All such data stored on the Clerk's computer is password protected. Once data is no longer needed, 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 the right to access any personal 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 personal 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 40 days.

A fee to cover photocopying and postage charges will be charged to the person requesting the personal information. This fee will be agreed by the Parish Council and amended in line with inflation from time to time. Currently this fee must not exceed £10.

Processing of Special Category Data

Certain data such as race, religion, sexual orientation is classed as Special Category data. Great Haseley Parish Council has no need to hold or process such data.

Disclosure of personal information

If a Councillor needs to access personal information to help carry out their duties, this is acceptable. They are only able to access as much personal information as necessary and it should only be used for that specific purpose. If, for instance, someone has made a complaint about an over-hanging hedge, a Councillor may access an address and telephone number of the person who has made the complaint so they can help with the enquiry. However, before they access any sensitive personal information about a person, they would need consent to do this from the Parish Clerk.

Data should never be used for political reasons unless the data subjects have consented.

Great Haseley Parish Council does not divulge personal data for marketing or surveys.

Confidentiality

Councillors 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 there is a breach of data security, the Parish Clerk must contact the Information Commissioner's Office (ICO) within 72 hours of becoming aware of it and a log detailing the breach must be maintained. Individuals known as Data Subjects must be informed of the breach if their rights and freedoms are at risk.

Children

The Parish Council will not process any data relating to a child (under 13) without the express parental / guardian consent of the child concerned.

Complaints

If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Clerk or the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone 0303 123 1113 or email: casework@ico.gov.uk

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ANNEX A - Lawful Basis for Processing Personal Data

	Data	Held by	Purpose	Legal Basis	Comment
1	Councillor names, addresses, phone numbers, emails	Parish Clerk	Communication and administration of council business	Public Task	
2	Contact details for all organisations with which the parish council conducts financial business	Responsible Financial Officer	Administration of council finances	Public Task	
3	Contact details for people who communicate with the parish council, including other village, district and county organisations	Parish Clerk & Councillors	Smooth running of council business	Public Task	Mix of personal and business contact details
4	Local landowner's names & addresses	Parish Clerk & Councillors	Communication and consultation regarding Neighbourhood Priority Statement (NPS), Environmental Plans	Legal obligation	Neighbourhood Plan Regulations Section 14
5	Statutory Consultees contact details	Chairman, NPS Group	Communication and consultation regarding Neighbourhood Priority Statement, Environmental Plans	Legal obligation	Neighbourhood Plan Regulations Section 14

6	Job applications	Parish Clerk & Councillors	Conduct of staff recruitment	Contract	Data to be kept for 6 months after appointment and then destroyed
7	Planning Applications	Parish Clerk	Parish Council review of all applications	Public Task	Open source data
8	Electoral Register	Parish Clerk	Record of all eligible electors in the parish	Public Task	
9	Maintenance contractor details	Parish Clerk	To allow setting up of maintenance contracts	Contract	Mainly business contact details