

EFFINGHAM PARISH COUNCIL

STATEMENTS OF GUIDANCE AND POLICY

10. Data Protection & Information Security Policy

Data Protection

Effingham Parish Council is committed to complying with The General Data Protection Regulation 2016/679 (GDPR). The legislation sets out the standards for handling personal information and privacy. It regulates how information can be collected, handled and used. GDPR applies to anyone holding personal information about people, electronically or on paper.

Effingham Parish Council, its Councillors and employees will ensure that:

1. Data is processed fairly and lawfully; personal information should only be collected from people if Councillors and employees have been open and honest about why the information has been collected.
2. Data is processed for specific purposes relating to the business of the Parish Council.
3. Data has been collected by the Parish Council to allow it to carry out its business operations.
4. Data is accurate and kept up to date.
5. Data is kept for no longer than is needed by the Parish Council in pursuit of its business practices.
6. When a person wants to see the information the Parish Council holds on them, this information will be made available on request, it shall be disclosed within 40 calendar days of the request as stated by the GDPR. (A fee may be charged in line with the fees charged and shown in the Parish Council's FOI Model Publication Policy, available on the Parish Council's website or by reference to the Clerk).
7. Data will be kept securely, and only Councillors and employees will have access to the data.

Storage

Effingham Parish Council recognises its responsibilities to be open and honest with people when taking personal details from them. They will also be open about the purpose of why the information has been collected, and the information will only be used for the purpose it has been collected and not disclosed to anyone else without the person's permission.

All information collected about people will be held securely at the Parish Office in areas not accessible to the public. All data stored on the Parish Council's computers will be password protected.

Information that is no longer required will be destroyed (see Data Retention Policy) and documents that are sensitive, confidential or refer to individuals, and are no longer required will be shredded before disposal.

Access

The Parish Clerk is the primary user of data and will use private information to help conduct his/her duties and to carry out the business of the Parish Council.

Private data will not be available to anyone but the Clerk, employees and Councillors.

Confidentiality

All private information will be treated as confidential by the Parish Council.

Adopted by Effingham Parish Council at its meeting on 30.10.2018

Minute 336/18