



North Leverton with Hablesthorpe Parish Council

Data Protection Policy

Document Control	
Date	May 2022
Details	Reviewed. Previous Clerk details removed. Document Control set up. Next review due September 2023

The Data Protection Policy

North Leverton with Hablesthorpe Parish Council recognises its responsibility to comply with the General Data Protection Regulations (GDPR) 2018 which regulates the use of personal data. This does not have to be sensitive data; it can be as little as a name and address.

Data Protection Regulations (GDPR)

The GDPR sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how personal information can be collected, handled and used. The GDPR applies to anyone holding personal information about people, electronically or on paper. North Leverton with Hablesthorpe Parish Council shall notify the Information Commissioner that it holds personal data about individuals.

When dealing with personal data, North Leverton with Hablesthorpe Parish Council staff and members must ensure that:

- **Data is processed fairly, lawfully and in a transparent manner**
Personal information shall only be collected from individuals if the Parish Council have been open and honest about why they want the personal information.
- **Data is processed for specified purposes only**
Data shall only be collected for specific, explicit and legitimate purposes only.
- **Data is relevant to what it is needed for**
Data shall be monitored to ensure that too much or too little is not kept; only data that is needed shall be held.
- **Data is accurate and kept up to date and is not kept longer than it is needed**
Any personal data held shall be accurate, if it is not then it shall be corrected. Data no longer needed shall be shredded or securely disposed of.
- **Data is processed in accordance with the rights of individuals**
Upon request, individuals shall be informed of all the personal information held about them.

- **Data is kept securely**

The Parish Council shall ensure that adequate systems are in place to protect against unauthorised or unlawful processing and against accidental loss, destruction or damage.

Storing and accessing data

North Leverton with Hablesthorpe Parish Council recognises its responsibility to be open with people when taking personal details from them. They, or anyone acting on their behalf, shall be honest about why they want a particular piece of personal information. North Leverton with Hablesthorpe Parish Council may hold personal information about individuals such as their names, addresses, email addresses and telephone numbers. This information shall be securely kept by the Clerk of North Leverton with Hablesthorpe Parish Council and shall not be available for public access. All data stored on the North Leverton with Hablesthorpe Parish Council Clerk's computers shall be password protected. Once data is no longer needed, is out of date or has served its use and falls outside the minimum retention time of Councils document retention policy, it shall be shredded or securely deleted from the computer.

North Leverton with Hablesthorpe Parish Council is aware that people have the right to access any personal information that is held about them. Subject Access Requests (SARs) must be submitted in writing (this can be done in hard copy or email). All responses to SAR's shall detail:

- How and to what purpose personal data is processed
- The period North Leverton with Hablesthorpe Parish Council intend to process it for
- Anyone who has access to the personal data

Any response shall be sent within 30 days and should be free of charge.

In responding to all SAR's North Leverton with Hablesthorpe Parish Council shall not disclose any personal data of any other third parties. Any such information shall either be redacted, or the third party contacted in order to gain permission for their information to be shared with the Subject.

Individuals have the right to;

- Have their data rectified if it is incorrect
- Have their data erased
- Request restricted processing of their data
- Object to their data being processed

All responses to any of the above shall conform to the Parish Council's "Subject Access Request Procedure".

Confidentiality

When made, all complaints or queries shall remain confidential unless the subject gives permission otherwise. All handling of personal data shall also remain confidential.