**BUCKMINSTER PARISH
COUNCIL**

DATA PROTECTION POLICY

2021

The Data Protection Policy

In this policy document Parish Council sets out its compliance with the General Data Protection Regulations (GDPR) 2018 which regulates the use of personal data.

General Data Protection Regulations (GDPR)

The GDPR sets out the 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. Buckminster Parish Council has notified the Information Commissioner that it holds personal data about individuals.

When dealing with personal data, Buckminster Parish Council members and staff must ensure that:

- **Data is processed fairly, lawfully and in a transparent manner**
  This means that personal information should only be collected from individuals if the member or staff has been open and honest in explaining why they want the personal information.

- **Data is processed for specified purposes only**
  This means that data is collected for specific, explicit, and legitimate purposes only.

- **Data is relevant to what it is needed for**
  Data will be monitored to ensure that only data required by the Parish Council is held

- **Data is accurate and kept up to date and is not kept longer than it is needed**
  Personal data held must be accurate and if not, must be corrected. Data no longer needed will be shredded or securely disposed of.

- **Data is processed in accordance with the rights of individuals**
  If requested by the individual, any of their personal information held by the Council will be made available to them.

- **Data is kept securely**
  Data held by the Council will be protected against unauthorised or unlawful processing and against accidental loss, destruction, or damage.

Storing and accessing data

Buckminster Parish Council recognises its responsibility to be open with people when taking personal details from them and will be honest about why the information is needed.

Buckminster Parish Council may hold personal information about individuals such as their names, addresses, email addresses and telephone numbers. These will be securely kept by the clerk and will not be available for public access. Data stored on computers used by Parish Council staff are password protected. When details are no longer needed, are out of date or have served their purpose and fall outside the minimum retention time of the Council's document retention policy, it will be shredded or securely deleted from the computer.

Buckminster 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, in hard copy or by email. If a person requests to see any data that is being held about them, the SAR response must detail:

- How and to what purpose personal data is processed
- The period Buckminster Parish Council intend to process it for
- The names of those who have access to the personal data

The response must be sent within 30 days and should be free of charge.

If a SAR includes personal data of other individuals, Buckminster Parish Council must not disclose the personal information of the other individual. That individual's personal information may either be redacted, or the individual may be contacted to give permission for their information to be shared with the Subject.

Individuals have the right to have their data rectified if it is incorrect, the right to request erasure of the data, the right to request restriction of processing of the data and the right to object to data processing, although rules do apply to those requests.

Please see "Subject Access Request Procedure" for more details.

Confidentiality

Buckminster Parish Council members 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.