

LESSINGHAM, HEMPSTEAD WITH ECCLES PARISH COUNCIL

Data Protection Policy

Lessingham, Hempstead with Eccles Parish Council recognises its responsibility to comply with the Data Protection Act and the General Data Protection Regulation. The act and the regulation, regulate the use of personal data, this does not have to be sensitive data, it can be as little as a name and address.

THE DATA PROTECTION ACT

The Data Protection Act 1998 sets out high standards for the handling of personal information and protecting individuals' rights for privacy. The Act also regulates how information can be collected, handled and used. The Data Protection Act Applies to anyone holding information about people electronically or on paper.

THE GENERAL DATA PROTECTION REGULATION

The General Data Protection Regulation 2018 states that the information provided to people about how we process their personal data must be concise, transparent, intelligible and easily accessible, written in clear and plain language, particularly if addressed to a child and free of charge.

As a local Authority, Lessingham, Hempstead with Eccles Parish Council has a number of procedures in place to ensure that it complies with The Data Protection Act 1998 and the General Data Protection Regulation 2018 when holding personal information.

Lessingham, Hempstead with Eccles Parish Council will appoint a designated Data Protection Officer (DPO).

DATA PROTECTION PRINCIPLES

The General Data Protection Regulation identifies the following principles, and Lessingham, Hempstead with Eccles Parish Council staff and councillors must ensure that:

- **Personal data shall be processed lawfully, fairly and in a transparent manner.** This means that information should only be collected from individuals if staff and councillors have been open and honest about why they want the information.
- **It is processed for Specified Purposes only.** The personal data will be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- **It is relevant to what it is needed for.** The collection of personal data must adequate, relevant and limited to what is necessary compared to the purpose(s) data is collected for. Data will be monitored so that neither too much or too little is kept.
- **Personal data is Accurate and Kept up to date.** All reasonable steps must be taken to ensure personal data is accurate and is erased or rectified at first opportunity.
- **Personal Data is not kept longer than is needed.**
- Personal Data is processed in accordance with the individual's rights. Individuals must be informed, upon request of all the information held about them.

- **Personal Data is kept securely.** Only staff and councillors can access the data, it should be stored securely so it cannot be accessed by members of the public.
- **Personal Data cannot be transferred to a country outside the European Union.** Unless that country or territory ensures an adequate level of protection for the rights and freedoms of individuals in relation to the processing of personal data.

COLLECTING DATA

Lessingham, Hempstead with Eccles Parish Council recognises its responsibilities to be open with people when taking personal details from them. This means that staff must be honest about why they want a particular piece of information. For example, a member of the public gives a telephone number to staff or councillor of Lessingham, Hempstead with Eccles Parish Council, this will be used for the purpose it has been given and will not be disclosed to anyone else. Data may be collected via the Parish Council website through the 'contact us' form or 'emailing lists' form. The webpages for both forms contain a statement about how the data will be stored and used.

STORING AND ACCESSING DATA

Lessingham, Hempstead with Eccles Parish Council may hold information about individuals such as their addresses and telephone numbers. These are kept in a secure location at the Parish Clerks place of residence and are not available for public access. All data stored on a computer and back up drives are password protected and stored on a secure server site. All personal data in paper format are in a locked filing cabinet and the key kept in a locked safe.

Hickling Parish Council will keep some records permanently if we are legally required to do so. The council may keep records for an extended period of time. E.g. financial records minimum period of 8 years to support HMRC audits or provide tax information. Hickling Parish Council may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. Data will only be kept for as long as is required. It will be deleted when it is no longer required.

Once data is no longer required, out of date or has served its use, it will be shredded or deleted from the computer/back-up drives.

Lessingham, Hempstead with Eccles Parish Council is aware that people have the right to access any information that is held about them. If a person requests to see any data that is being held about them:

- * They will be sent all the information that is being held about them.
- * There will be an explanation for why it is being stored.
- * There will be a list of who has seen it.
- * It will be sent within 1 month
- * Requests that are manifestly unfounded or excessive may be refused or a charge made.
- * If a request is refused, a reason will be given.
- * If an individual requests that their data is rectified or erased, this will be carried out.

A person has the right to lodge a complaint with the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

DISCLOSURE OF INFORMATION

If a councillor needs to access information to carry out their duties, this is acceptable. They are allowed to access as much information as is necessary and only to be used for that specific purpose. Councillors should consult with the clerk prior to accessing any sensitive information about a person. Data should not be used for political reasons unless the data subjects have consented.

CONFIDENTIALITY

Lessingham, Hempstead with Eccles Parish Council staff must be aware that when complaints or queries are made, they must remain confidential unless the data subject gives permission otherwise. When handling personal data, this must also remain confidential.

If a data breach is identified the Information Commissioner's Office must be informed and an investigation will be conducted.

CHANGES TO THIS POLICY

Lessingham, Hempstead with Eccles Parish Council will keep this policy under regular review and will place any updates on its website.

CONTACT DETAILS

Contact the clerk if you have any questions about this policy at Lessingham, Hempstead with Eccles Parish Council, Address: Jubilee Farm, Fleggburgh Road, Rollesby, Norfolk NR29 5HH

Email: lessinghamclerk@gmail.com

Adopted March 2022

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Next Review May 2025