Meeting Date:	**11th December 2019**
Report Subject:	**Data Protection Regulation Policy**
Contact:	**Clerk/Chairman**

Ref: 17 Data Protection Regulation Policy

HOW THE PARISH COUNCIL MEETS ITS REPONSIBILITIES

Personal data is any information about a living person which allows them to be identified from that data. Identification may be from the data alone or from the data used in conjunction with any other personal data.

The Council processes some or all of the following personal data where necessary to perform its tasks:

- Names, titles, aliases, photographs
- Contact details including addresses, telephone numbers, email addresses.
- Where relevant to the services provided by the Council, or where individuals choose to provide data to the Council, we may process other information including gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family connections and dependents.
- For anyone paying for the use of Council services, bank account details, credit card numbers or other payment identifiers.

It should be noted that there may be occasions when the Council finds it necessary to collect other more sensitive personal information such as criminal convictions, racial or ethnic origin, mental and physical health, medical treatments, data concerning sexual lie or orientation.

It is the duty of the DPO to undertake an information audit and to manage the information collected by the Council. The DPO will also be responsible for issuing privacy statements, dealing with requests and complaints raised and also for the safe disposal of information.

All personal data held by the Council will be:

- Used lawfully, fairly and in a transparent way
- Collected for, and relevant to, valid Council purposes
- Accurate and kept up to date
- Retained only as long as necessary and securely destroyed once that necessity is past

The Council will, when necessary, share personal data with third parties as follows:

- With our suppliers and contractors; for example to a distributor of newsletters or a manager of our website.
- To other local authorities with whom we are working.

Those persons for whom the Council holds personal data have the following rights:

- To access the information held by the Council.
- To correct and update the information held.

- To have the date erased.
- To object to the processing of the personal data or to restrict its use to certain purposes only.
- To withdraw consent to the processing of the data at any time.
- To lodge a complaint to the Information Commissioner.

Other Processing:

- No data will be transferred to countries outside the EU unless they have systems that provide equivalent safeguards.
- The Council's Website is accessible from overseas so some personal data (for example, names quoted in a newsletter) may be accessed from overseas.
- Should the Council wish to use personal data for any purpose not covered by this policy document it will provide appropriate individuals with a Privacy Notice fully explaining the new use and seeking prior consent to its use for the new purpose. That consent may be withheld.