

HAZELWOOD PARISH COUNCIL

DATA PROTECTION POLICY

Adopted 10th May 2023

Data Protection Policy

Hazelwood 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.

General 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. Hazelwood Parish Council has also notified the Information Commissioner's Office (ICO) that it holds personal data about individuals.

When dealing with personal data, Hazelwood Parish Council staff and Councillors 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 staff have been open and honest about 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 so that too much or too little is not kept; only data that is needed should be held.
- Data is accurate and kept up to date and is not kept longer than it is needed.
Personal data should be accurate and if it is not, it should be corrected. Data no longer needed will be shredded or securely disposed of.
- Data is processed in accordance with the rights of individuals.
Individuals must be informed, upon request, of all personal information held about them.
- Data is kept securely.
There should be protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

Storing and accessing data

Hazelwood Parish Council recognises its responsibility to be open with people when collecting personal details from them. This means that the Parish Council must be honest about why it wants a particular piece of personal information.

Hazelwood Parish Council may hold personal information about individuals such as their names, addresses, email addresses and telephone numbers. This information will be securely kept by the Parish Clerk and where necessary by Parish Councillors and will not be made available for public access. All data stored on the Hazelwood Parish Council computers is password protected. Once data is not needed any more, is out of date or has served its use and falls outside the minimum retention time of Councils document retention policy, it will be shredded or securely deleted from the computer.

Hazelwood 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. 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 Hazelwood Parish Council intends to process it for
- Anyone who has 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, Hazelwood 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.

Confidentiality

Hazelwood 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.

Security Compliance Checklist

The Parish Council and/or Councillors must ensure that: -

- Computers and other electronic devices holding parish council information are password protected including equipment used by the Clerk who works from home.
- Email is password protected.
- Mobile devices, flash drives, external hard drives and cloud storage is password protected.
- Anti-virus software on computers is up to date.
- No one from outside the parish council has access to parish council information and emails.