

# Chineham Parish Council



## Data Protection Policy

Chineham Parish Council recognises its responsibility to comply with the General Data Protection Regulation (GDPR) which replaces the Data Protection Act 1998. This 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 Regulation

The General Data Protection Regulation 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 General Data Protection Regulation applies to anyone holding personal information about people, electronically or on paper. Chineham Parish Council has notified the Information Commissioner that it potentially holds personal data about individuals.

When dealing with personal data, Chineham Parish Council's staff and any Councillor must ensure that they comply with the six principles listed below:

- Personal data must be processed fairly, lawfully and in a transparent manner in relation to the data subject;
- Personal data must be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- Personal data must be adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed;
- Personal data must be accurate and, where necessary, kept up to date;
- Personal data must be kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed;
- Personal data must be processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures;

Chineham Parish Council's privacy notice outlining how we will use your data is available on the Parish Council website [www.chineham.gov.uk](http://www.chineham.gov.uk)

### Storing and accessing data

Chineham Parish Council recognises its responsibility to be open with people when taking personal details from them. This means that staff and Councillors must be honest about why they want a particular piece of personal information. Personal details provided to the Clerks via correspondence are deemed to have been given to Chineham Parish Council and can therefore be circulated to Parish Councillors as necessary.

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Chineham Parish Council may hold personal information about individuals such as their addresses, email addresses and telephone numbers. These will be securely kept by the Clerks and Councillors and are not available for public access. This includes when Clerks and Councillors are working from home. All data stored on the Clerks' 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 our document retention policy, it will be shredded or securely deleted from the computer, as is applicable.

Chineham Parish Council is aware that people have the right to access any personal information that is held about them (Subject Access Request). If a person requests to see any data that is being held about them

- They must be sent all of the personal information that is being held about them;
- There must be an explanation for why it has been stored;
- There must be a list of who has seen it;
- It must be sent within 1 calendar month.

Chineham Parish Council acknowledges the advice from HALC that Parish Councillors should have a separate email address for Parish Council communications so that there is no confusion about who "owns" the data, but will continue to use personal email addresses for the time being.

## Confidentiality

Chineham Parish Council's staff and Councillors 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.

## Nominated Officer

Our named Data Protection Officer is TBA.