

Baginton Parish Council

Data Protection & Information Security

Introduction

Baginton Parish Council recognises its responsibility to comply with Data Protection Regulations. Legislation regulates the use of personal data. This does not have to be sensitive data; it can be as little as a name and address.

The 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 Regulation applies to anyone holding personal information about people, electronically or on paper.

When dealing with personal data, the Baginton Parish Council Clerk and Councillors must ensure that: -

- **Data is processed lawfully, fairly and in a transparent manner** - This means that personal information should only be collected from individuals if the Clerk and Councillors have been open and honest about why they want the personal information.
- **Data is processed for specified, explicit and legitimate purposes only**
- **Data is adequate, relevant and limited 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, where necessary, kept up to date** - Personal data should be accurate; if it is not it should be corrected.
- **Data is not kept longer than it is needed** – Personal data should be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed. Data no longer needed will be shredded or securely disposed of.
- **Data is 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 Individuals must be informed, upon request, of all the personal information held about them.
- **Data is kept securely** Only the Clerk and Councillors can access the data. It cannot be accessed by members of the public.

Storing and Accessing Data

Baginton Parish Council recognises its responsibility to be open with people when taking personal details from them. This means that Councillors and the Clerk must be honest about why they want a particular piece of personal information. If, for example, a member of the public gives their phone number to the Clerk or a member of Baginton Parish Council, this will only be used for the purpose it has been given and will not be disclosed to anyone else without the person's permission.

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 Once data is not needed any more, is out of date, has served its use and falls outside the minimum retention time of Council's document retention policy, it will be shredded or securely deleted from the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

The Parish Council is aware that people have the right to access any personal information that is held about them. If a person requests to see any data that is being held about them, this will be dealt with in accordance with the Subject Access Request Policy.

Disclosure of Personal Information

If a Councillor needs to access information to help carry out their duties, this is acceptable. They are only able to access as much information as necessary and it should only be used for that specific purpose. If, for instance, someone has made a complaint about overhanging bushes in a garden, a Councillor may access an address and telephone number of the person who has made the complaint, so they can help with the enquiry. However, before they access any sensitive information about a person, they would need consent to do this from the Clerk. Data should never be used for political reasons unless the data subjects have consented.

Confidentiality

Councillors and the Clerk 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.

Website and Cookies

The Parish Council will:-

- Publish a statement about the use of cookies on the website.
- Seek the consent of each visitor to their website before a cookie is saved to the visitor's computer. However, cookies that are essential in order to make the site work are exempt from consent. Visitors, having previously accepted cookies, will be able to withdraw that consent at any time.
- Ensure that the website terms and conditions clearly state what, if any, personal data is collected, what will be done with the information and how long it will be kept.