

Steventon Parish Council - General Data Protection Regulations Policy

The General Data Protection Regulation (GDPR) was effective in the UK from 25th May 2018. It replaces the existing law on data protection (the Data Protection Act 1998) and gives individuals more rights and protection in how their personal data is used by organisations.

1. Personal Data – What Is It?

In the context of GDPR, Personal Data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the Data Controller's possession or likely to come into such possession. The processing of personal data is governed by the GDPR.

The term Data Subject is used in this document and means the person about whom personal data is held and processed.

2. What Personal Data Is Held?

Steventon Parish Council holds the Name, Address and Email Address in electronic form of those parishioners who have given their explicit consent for us to do so.

Personal data is used for the following purposes: -

- To inform parishioners of Parish Council news, meetings, activities and services
- To enable the Parish Council to provide a voluntary service for the benefit of the public in the Parish of Steventon.
- To administer email contact records
- To maintain the Council's own accounts and records

The Parish Council also holds a copy of the Electoral Roll for the Parish of Steventon. This is provided by Basingstoke District Borough Council. It contains Names and Addresses of parishioners who are eligible to vote in elections.

Not included in this policy is the personal data held by individual Parish Councillors of their local friends and neighbours that is used for personal or social purposes.

3. How Is Personal Data Processed?

The Steventon Parish Council complies with its obligations under GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data. For further information on how this is achieved contact: steventonpc@hotmail.com

4. What Is The Legal Basis For Processing Personal Data?

- Explicit consent of the Data Subject so that they can be kept informed about news, meetings, activities and services in the Parish of Steventon.
- Processing is carried out in a secure manner.
 - there is no disclosure to a third party without consent.

5. Sharing Personal Data

Personal data will be treated as strictly confidential and will only be shared with other members of the Parish Council in order to carry out a service to parish members. It will only be shared with third parties outside of the parish with the Data Subject's consent.

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6. How Long Is Personal Data Kept?

Some records will be kept permanently if the Parish Council is legally required to do so. Other records may be kept for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. The Parish Council may have legal obligations to retain some data in connection with its statutory obligations as a public authority. The Council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). Some personal data may be kept for this purpose as long as it is believed necessary to be able to defend or pursue a claim. In general, the Council will endeavour to keep data only for as long as is needed. This means that it will be deleted when it is no longer needed.

7. The Rights Of Data Subjects

Unless subject to an exemption under the GDPR, a Data Subject or a person about whom personal data is held and processed, has the following rights with respect to their personal data: -

- The right to request a copy of their personal data which the Steventon Parish Council holds
- The right to request that Steventon Parish Council corrects any personal data if it is found to be inaccurate or out of date
- The right to request their personal data is erased where it is no longer necessary for Steventon Parish Council to retain such data
- The right to withdraw their consent to the processing at any time
- The right, where there is a dispute in relation to the accuracy or processing of their personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further Processing

If the Parish Council wish to use personal data for a new purpose that is not covered by this Data Protection Policy, then Data Subjects will be provided with a notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, the Council will seek their prior consent to the new processing.

9. Roles And Responsibilities

GDPR states that the following new Roles and Responsibilities must be introduced to ensure that personal data is protected.

Data Controller

The Steventon Parish Council in this context is the Data Controller. This means it decides how personal data is processed and for what purpose.

Data Processing Officer (DPO)

- Provides advice and guidance to Steventon Parish Council on the requirements of GDPR
- Monitors the Parish Council's compliance
- Carries out data protection-related audits
- Is consulted and provides advice during Data Protection Impact Assessments
- Is the point of contact for Data Subjects and for cooperating and consulting with national supervisory authorities, such as the Information Commissioner's Office

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Data Processor

In relation to personal data, the person who processes the data on behalf of the Data Controller.

For further information on which Parish Councillors have been assigned the above roles, please see: <https://www.steventonvillage.co.uk/councillors/fdata>

10. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Steventon Parish Council DPO at steventonpc@hotmail.com.

The Information Commissioners Office can be contacted 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.