

**MOUNTNESSING PARISH COUNCIL**  
**DATA PROTECTION – STATEMENT OF POLICY**  
**ADOPTED: June 2018**

In order to operate efficiently, the Parish Council has to collect and use information about people with whom it works, its staff and councillors and members of the public. The data will include:

1. Personal information necessary for the administration of the following services:
  - Allotments
  - Recreation ground and sports facilities
  - Hall Hire (this responsibility is devolved to the committees for St. John's Hall and The Village Hall)
2. Correspondence sent to the Council via email, telephone or letter.
3. Employee's details and those of Councillors; and
4. Suppliers and contractors

NB: This list is by no means exhaustive.

Personal data may be processed on the basis that such processing is necessary for the performance of tasks carried out by a public authority acting in the public interest, out of contractual necessity or on a lawful basis. The principle of the GDPR require that personal data:

- a. must be processed lawfully, fairly and transparently
- b. be only used for a specific processing purpose that the data subject has been made aware of and no other, without further consent.
- c. should be adequate, relevant and limited i.e. only the minimum amount of data should be kept for specific processing.
- d. must be accurate and where necessary kept up to date.
- e. should not be stored for longer than is necessary and that storage is safe and secure.
- f. should be processed in a manner that ensures appropriate security and protection.

Any personal information held by the Council will only be used for the specific purpose for which it has been provided and will not be disclosed to any other third party unless permitted or obligated to do so by law.

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personal ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list, then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the GDPR) and other legislation relating to personal data and rights, such as the Human Rights Act.

#### **Handling of personal/sensitive information**

The Parish Council will, through appropriate management and the use of criteria and controls:-

- observe fully conditions regarding the fair collection and use of personal information
- meet its legal obligations to specify the purpose for which information is used;
- collect and process appropriate information and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements;
- ensure the quality of information used and where necessary that it is kept up to date;
- apply checks to determine the length of time information is held;
- take appropriate measures to safeguard personal information;
- ensure that the rights of people about whom the information is held can be fully exercised under the Act/Regulations. These include:
  - a. The right to be informed that that processing is being undertaken.

- b. The right of access to one's personal information within one month. No fee will be charged, although a 'reasonable' fee may be charged for repetitive, manifestly unfounded or excessive request or further copies; and
- c. The right to correct, rectify, block or erase information regarded a wrong information.

**Notification to the Information Commissioner**

Currently the Information Commissioner maintains a public register of data controllers. The Data Protection Act 1998 requires every data controller who is processing personal data, to notify and renew their notification, on an annual basis. Failure to do so is a criminal offence.

Further information about the General Data Protection Regulations, your rights and the Council's obligations can be found on the ICO website: <http://ico.org.uk/>