



## NEWICK PARISH COUNCIL

### Data Protection Policy

#### 1. Introduction

1.1 The council holds and processes information about employees, councillors, residents and other data subjects for administrative and commercial purposes.

1.2 When handling such information the council, and all staff or others who process or use the information, must comply with the Data Protection principles as set out in the General Data Protection Regulation (GDPR) 2018

#### 2. Data protection principles

2.1 There are six GDPR principles which in summary state that data shall:

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

#### 3. Responsibilities

3.1 Newick Parish Council is the Data Controller and must ensure that any collection and processing of personal data for which they are responsible complies with GDPR

3.2 Newick Parish Council has appointed Satswana Ltd to act as its Data Protection Officer to provide the following services:

- To deal with all matters arising from the role of Data Protection Officer, ensuring that the privacy of the data of natural persons is being protected.
- To update clients with any change in interpretation, guidance or case law
- To promote and maintain advice online regarding how to deal with a breach situation.
- To be available to deal with any breach concerns and to ensure that any arising problems are managed
- To assist clients to answer and manage subject access requests
- To make available an email response service as a problem resolver
- To provide a reporting conduit to the Information Commissioners Office (ICO) in the event of a breach
- To provide an interface with data subjects regarding their rights
- To support clients with draft policy templates

#### **4. Storage and retention**

4.1 The Council will take all reasonable steps to ensure that personal information is held securely and is not accessible to unauthorised persons.

4.2 The council will keep different types of information for differing lengths of time, depending on legal and operational requirements. More information can be found in the council's Document Retention Scheme.

#### **5. Access to information**

5.1 Any employees, councillors, residents, customers and other data subjects have a right to:

- ask what personal information the council holds
- ask what this information is used for
- be provided with a copy of the information
- be given details of the purposes for which the council uses the information and any other persons organisations to whom it is disclosed
- ask that any incorrect data held is corrected
- ask that their personal data is removed from the council's records (excepting that which is held for a specific lawful purpose)

5.2 If it is felt by the data subject that any personal information held is incorrect the individual may request that it be amended or removed. The council must advise the individual within 20 days whether or not the amendment has been made.

5.3 Individuals have the right to request that the Council provides their personal information in a structured, commonly used and machine readable format so that it might be sent to another organisation. Any such request should be sent to the Clerk.

**6. Breach of policy**

6.1 Compliance with GDPR is the responsibility of all councillors, and members of staff. Any deliberate or reckless breach of the policy may lead to disciplinary action and where appropriate, legal proceedings.

6.2 Any individual who believes that the council has breached any of the requirements of the General Data Protection Regulation 2018 should raise the matter with the Clerk. Alternatively, a complaint can be made to the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Reviewed and updated

Signed.....(Chairman)