

# COLD ASHTON PARISH COUNCIL

## Data Protection Policy & Information Security Policy

### The Data Protection Policy

Cold Ashton Parish Council recognises its responsibility to comply with the Data Protection Act 1998 and the General Data Protection Regulations (GDPR) 2018. These acts 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 Regulations (GDPR)

The 2018 GDPR Act 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. GDPR applies to anyone holding personal information about people, electronically or on paper.

When dealing with personal data, Cold Ashton Parish Council staff and Councillors must ensure that:

- **Data is processed fairly and lawfully**  
This means that personal information should only be collected from individuals if staff and Councillors have been open and honest about why they want the personal information.
- **Data is processed for specified purposes only**
- **Data is relevant 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 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**  
Data no longer needed will be shredded or securely disposed of.
- **Data is processed in accordance with the rights of individuals**  
Individuals must be informed, upon request, of all the personal information held about them.
- **Data is kept securely**  
Only staff can access the data. It cannot be accessed by members of the public.

## **Storing and accessing data**

Cold Ashton Parish Council recognises its responsibility to be open with people when taking personal details from them. This means that staff must be honest about why they want a particular piece of personal information.

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 Once data is not needed any more, is out of date or has served its use and falls outside the minimum retention time of Council's document retention policy, it will be shredded or securely deleted from the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

Cold Ashton 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

- 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 30 days

Requests that are manifestly unfounded or excessive may be refused. If a request is refused, a reason must be given.

If an individual requests that their data is rectified or erased, this will be carried out.

## **Disclosure of Information**

If an elected member of the Council needs to access information to help carry out their duties, for example, name, address and telephone number, this is acceptable. They are only able to access as much information as necessary and it should only be used for that specific purpose. They can only do this providing they represent the area the subject lives in.

Data should never be used for political reasons unless the data subjects have consented.

## **Confidentiality**

Cold Ashton Parish Council Councillors and staff 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.

If a data breach is identified the ICO must be informed within 72 hours and an investigation will be conducted.

This policy will be reviewed annually, as well as an annual review of the compliance and effectiveness of the policy.

Adopted by Cold Ashton Parish Council on 14th May 2018.