

# NORTH FRODINGHAM PARISH COUNCIL

## GDPR Policy

### Personal Data

In accordance with the EU General Data Protection Regulations 2018,<sup>i</sup> the Parish Council confirms that personal data will be processed lawfully, fairly and transparently; collected for specified, explicit and legitimate purposes; be adequate, relevant and limited to what is necessary for processing; be accurate and kept up to date; be kept only for as long as is necessary for processing and be processed in a manner that ensures its security.

### Right to Process Information

GDPR Article 6 (1) (a) (b) and (c):

- Processing is with consent of the data subject or
- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract or
- Processing is necessary for compliance with a legal obligation

### Roles and Minimising Risk

The Parish Council is the data controller and the Clerk is the main data processor. The Parish Council will issue privacy notices, deal with requests and complaints raised and ensure information is safely disposed of. Risks will be minimised by undertaking an information audit and the Parish Council will minimise who holds data protected information.

### Privacy Notices

A privacy notice will be used to inform individuals about what the Parish Council does with their personal information. It will contain the name and contact details of the data controller, the purpose for which the information is to be used, the length of time for its use and how the individual can exercise their rights.

### Information Audit

The Parish Council will undertake an information audit to detail the personal data held, where it came from, the purpose for holding the information and with whom the Parish Council will share that information, this will include information held electronically or as a hard copy. The information audit will be regularly reviewed.

### Summary

The main actions arising from this policy are:

- The Parish Council must be registered with the ICO.
- A copy of this policy will be available on the Parish Council's website.
- An information audit will be conducted and reviewed regularly.
- Privacy notices will be issued.

All employees, volunteers and Parish Councillors are expected to comply with this policy at all times to protect privacy, confidentiality and the interests of the Parish Council.

2 September 2021

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<sup>i</sup> The GDPR is currently retained in domestic law as the UK GDPR, for further information please see <https://ico.org.uk/for-organisations/dp-at-the-end-of-the-transition-period/data-protection-and-the-eu-in-detail/the-uk-gdpr>