

Corsenside Parish Councils Data Protection & Information Security Policy

Corsenside Parish Council recognises its responsibility to comply with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) 2018 which regulate the use of personal data. The

Data Protection Act 1998 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. The Data Protection Act applies to anyone holding personal information about people, electronically or on paper. This data does not have to be of a sensitive nature; it can be as little as a name and address.

Corsenside Parish Council has a number of procedures in place to ensure that it complies with The Data Protection Act 1998 and the GDPR 2018 when holding personal information. The Parish Council also notifies the Information Commissioner annually of the type of information it holds.

When dealing with personal data, Corsenside Parish Council staff and Councillors will ensure that they follow the 8 Data Protection Principles which are:-

- 1.It must be collected and used fairly and inside the law.
- 2.It must only be held and used for the reasons given to the Information Commissioner.
- 3.It can only be used for those registered purposes and only be disclosed to those people mentioned in the register entry. We cannot give it away or sell it unless we said we would to begin with.
- 4.The information held must be adequate, relevant and not excessive when compared with the purpose stated in the register. So we must have enough detail but not too much for the job that we are doing with the data.
- 5.It must be accurate and be kept up to date. There is a duty to keep it up to date, for example to change an address when people move. (A data controller can keep data for any length of time if it is being used for statistical, historical or research purposes).
- 6.It must not be kept longer than is necessary for the registered purpose. It is alright to keep information for certain lengths of time but not indefinitely. This rule means that it would be wrong to keep information about past customers longer than a few years at most.
- 7.The information must be kept safe and secure. This includes keeping the information backed up and away from any unauthorised access. It would be wrong to leave personal data open to be viewed by just anyone.
- 8.The files may not be transferred outside of the European Economic Area.

Storing and accessing data

Corsenside Parish Council recognises its responsibility to be open with people when taking personal details from them. This means that Councillors and staff must be honest about why

they want a particular piece of personal information. If, for example, a member of the public give their contact details to staff or a member of Corsenside Parish Council, these will only be used for the purpose they have been given and will not be disclosed to anyone else without the person's permission.

Confidentiality

Please make Councillors and staff aware when making complaints or queries if you wish these to remain confidential. All data is kept within a secure setting & work laptops are password protected. Corsenside parish clerk is the Data Controller & will be able to answer any queries you have regarding our use of data, storage & access to.

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