

Wanborough Parish Council

Data Protection Policy

Approved May 2018

Gill Slater
4/26/2018

Context Overview

Key Details

Policy prepared by:	Gill Slater
Approved:	1 st May 2018
Next review date:	1 st May 2021
Review History:	
1 st May 2019	Reviewed by Clerk
1 st May 2020	Reviewed by Clerk

Introduction

Wanborough Parish Council needs to gather and use certain information about individuals.

These can include Parish members, suppliers, business contacts, employees and other people the Parish Council has a relationship with or may need to contact.

This policy describes how this personal data must be collected, handled and stored to meet data protection standards, and to comply with law.

This policy will be reviewed annually.

Why this policy exists

This data protection policy ensures Wanborough Parish Council:

- Complies with data protection law and good practice
- Is open about how it stores and processes individual's data
- Protects itself from the risk of a data breach

The Data Protection Act describes how organisations must collect, handle and store personal information.

These rules apply regardless of whether data stored electronically, on paper or on other materials.

To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully.

Policy Scope

This policy applies to:

- The Chairman, All Councillors and the Parish Clerk
- All staff and volunteers
- All contractors, supplies and other people working for the Parish Council.

It applies to all data that the Parish Council holds relating to identifiable individuals, including names of individuals, postal addresses, email addresses, and telephone numbers.

Data Protection Risks

This policy helps to protect Wanborough Parish Council from some real data security risks including breach of confidentiality, failing to offer choice to individuals, and damage from the potential risk of hackers.

Responsibilities

The Chairman, All Councillors & the Clerk in the Parish Council have responsibility for ensuring data is collected, stored and handled correctly.

Each individual (as listed above) that handles personal data must ensure that it is handled and processed in line with this policy and data protection principles.

However, these people have key responsibilities:

The Councillors/Chairman has ultimate responsibility for ensuring Wanborough Parish Council meets its legal obligations.

The Data Protection Officer (Gill Slater) is responsible for:

- Keeping all Councillors updated about Data Protection responsibilities, risks and issues.
- Reviewing all Data Protection procedures and related policies, in line with agreed schedule.
- Arranging Data Protection training, as required.
- Handling Data Protection questions from staff and anyone else covered by this policy.
- Dealing with requests from individuals to see data that Wanborough Parish Council holds about them.
- Checking and approving any contracts or agreements with third parties that may handle the Parish Councils sensitive data.

- Ensure new Councillors, Clerk or any relevant person is aware of this policy and the related Privacy Policy.

General Guidelines

The only people able to access data covered by this policy should be those who need it to carry out their duties.

Data should not be shared informally.

Parish Council members should keep all data secure, by taking sensible precautions and following the guidelines in this policy.

In particular, strong passwords must be used and they should never be shared. The passwords should be changed every six months.

Personal data should not be disclosed to unauthorised people, within or externally to the Parish Council.

Data should be regularly reviewed and updated if it is found to be out of date. If it is no longer required it should be deleted or disposed of.

Data Storage

These rules describe how and where data should be stored safely.

When data is stored in paper format it should be kept in a secure place where unauthorised people cannot see it.

When not required, papers should be stored in a locked filing cabinet or drawer. Printouts should be shredded and disposed of securely when no longer required.

When data is stored electronically it must be protected from unauthorised access, and malicious hacking attempts.

If data is stored on removable media these should be kept locked away securely when not being used.

Data should be stored on designated drives or servers and should only be uploaded to an approved cloud computing services.

Data should be backed up regularly.

All servers, laptops/tablets/phones used to access or store Wanborough Parish Council materials should be up to date with operating system software releases, and have approved security software (firewall and antivirus) installed and activated with updates being applied routinely.

Data cleansing should be carried out every six months. Members of the Parish Council should review all data held and delete personal data that is no longer required.

Data Accuracy

The law requires Wanborough Parish Council to take reasonable steps to keep data up to date and accurate.

Subject Access requests

All individuals who are subject of personal data held by Wanborough Parish Council are entitled to:

- Ask what information is held and why.
- Ask how to gain access to it.
- Be informed on how to keep it up to date.
- Be informed in how Wanborough Parish Council is meeting its data protection obligations.

If an individual contacts Wanborough Parish Council requesting this information, this is called a subject access request.

Subject access requests from individuals should be made by email, addressed to the Data Controller at parishclerk.wanborough@gmail.com. The data controller can supply a standard request form, although individuals do not need to use this.

Individuals will be charged £10 per subject access request. The data controller will aim to provide the relevant data in 21 days.

The data controller will always verify the identity of anyone making a subject access request before handing over any information.

Providing Information

Wanborough Parish Council aims to ensure individuals are aware of how their details may be held and how they can exercise their rights.

To this end Wanborough Parish Council has a privacy statement. This is available by request, and also available on the website.