



LANGTREE PARISH COUNCIL DATA PROTECTION POLICY

Adopted by Council 14th June 2018

1. Background

The Act comes into force 25th May 2018 and the Office of the Information Commissioner expects data controllers to be compliant before that date. This Act replaces the Data Protection Act 1998. The Act applies to 'personal data' that is data relating to a living person who can be identified from that data.

'Processing data' means any operation performed on that personal data such as collection, recording, use. The Parish Council does have data that relates to living individuals and does process data.

2. Information Audit

The type of information the Council holds tends to be limited to name, address, telephone number and email address.

More detailed information is held for employees & councillors, (eg staff employment details & contracts, councillors' election registration forms & Registers of Interests).

In the normal course of business the Parish Council will receive personal data in connection with the following:

- Administration of the allotments
- Administration of the recreation ground
- Administration of employment matters
- Correspondence sent to the Council
- Contact details for local organisations
- Contact details for user groups
- Information supplied for the council website

Data relating to professional or business details in connection with the following:

- Auditing – data shared with external & internal auditors
- Insurance
- Contact details & business information from suppliers & contractors

The Council is sometimes sent a copy of the electoral roll with updates through the year. The Data Protection issues associated with the electoral roll are the responsibility of Torridge District Council. The Council does not permit any third party to view the document.

Services relating to children – the Council does not have any services directly relating to children. It is aware that should that circumstance change, the relevant Data Protection issues will need to be taken into consideration.

3. Sensitive Data

The Act requires 'sensitive data' to be treated differently. Categories of sensitive data includes racial or ethnic origins, political opinions, religious beliefs, health issues. The Parish Council does not collect such data.

Where the Council carries out village wide surveys, such as in a Neighbourhood Plan or a Parish Plan, the responses are anonymous and questions are not generally asked on a topic that is classified as sensitive.

4. Storage of Data

All council paper documents are stored securely. All computer records are stored on a password protected laptop with anti-virus software. The Parish Council does not currently utilise cloud storage.

5. How the Data is Used

Data is only used for the purpose it has been supplied. Data is not passed onto a third party without the express consent of the data subject. The Council does not routinely share data. It does not sell data.

6. Subject Access Requests

A request for a copy of information held can be made. There is a prescribed process. Response time will reduce to one month under the new GDPR.

7. Data Protection Officer

The Parish Clerk acts in the role of Data Protection Officer