



WROUGHTON
PARISH COUNCIL

DATA PROTECTION
&
INFORMATION SECURITY POLICY

Adopted 1 May 2018

DATA PROTECTION POLICY

Wroughton Parish Council recognises its responsibility to comply with the General Data Protection Regulations (GDPR) and subsequent Acts. These regulate the use of personal data. This does not have to be sensitive data; it could be as little as a name or address.

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

Wroughton Parish Council has a number of procedures in place to ensure that it complies with The GDPR when holding personal information.

When dealing with personal data, Wroughton 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 and will be monitored so that neither 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 and Councillors can access the data. It cannot be accessed by members of the public.

- Data is shared only with permission

Staff and Councillors must obtain explicit permission from an individual before their information is shared.

Wroughton 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.

Wroughton Parish Council may hold personal information about individuals such as their addresses and telephone numbers. These will be securely kept and are not available for public access. Once data is not needed any more, is out of date or has served its use it will be shredded or securely deleted from the computer.

The 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 one month

The Council must provide a copy of the information **free of charge**. However, a 'reasonable fee' can be charged when a request is manifestly unfounded or excessive, particularly if it is repetitive.

Disclosure of personal information

If a member of the Council or needs to access information to help carry out their duties, explicit permission must be sought from the individual. They are only able to access as much information as necessary and it should only be used for that specific purpose. Data should never be used for political reasons unless the data subjects have consented.

Personal information in public domain

Wroughton Parish Council does publish contact details of personal individuals that operate local organisation and charities at the Parish Office and their website. The Parish Council will complete regular 'data audits' to ensure are all details that are in the public domain are correct and that relevant permissions are held.

Confidentiality

Wroughton 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.