

HARTEST PARISH COUNCIL: DATA PROTECTION POLICY & GENERAL DATA PROTECTION REGULATIONS

1. Background and relevance

The new Data Protection Act came into force 25th May 2018 and the Office of the Information Commissioner required Councils to be compliant from that date. This Act replaces the Data Protection Act 1998. The Act applies to 'personal data', which 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 employee & councillors e.g. the Clerk's employment details and Members' Registers of Interests.

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

- Administration of the cemetery & churchyard – next of kin & other family details. Note: the Data Protection Act does not apply to the records of those who are interred at the cemetery.
- Administration of employment matters – data shared with HMRC
- Correspondence sent to the Council – email, telephone, letter
- Contact details for local organisations – data shared with the Hartest website
- Contact details for user groups e.g. Boxted & Hartest Institute Committee
- Information supplied for inclusion in 'Contact' magazine
- Information relating to professional or business details in connection with the following:
 - Auditing – data shared with external auditors
 - Insurance
 - Contact details & business information from suppliers & contractors
- The Council is 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 Babergh DC. 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 include 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 the 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 in a locked filing cabinet at the Clerk's home. All computer records are stored on a password protected computer with anti-virus software.

5. How the data is used

Data is only used for the purpose for which 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. Any proposal to pass data to any third party must be formally agreed by the Council and minuted.

6. Subject access requests

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

7. Data Protection Officer

The Parish Council has concluded that, because of the very limited amount of data held, there is no need for a DPO to be appointed; such role being undertaken by the Parish Clerk.