



**Great Horwood
Parish Council**

GENERAL DATA PROTECTION POLICY (GDPR)

Great Horwood Parish Council recognises its responsibility to comply with the UK Data Protection Act 2018. From 1 January 2021, this is now referred to as the UK GDPR. For the most part, and until changes in legislation come forward, rules and requirements are fundamentally the same in terms of how data is processed.

UK GDPR sets out high standards for the handling of 'personal data' which is data relating to a living person, which can identify them. 'Processing data' means any operation performed on that data including collecting, using, storing or deleting it. Great Horwood Parish Council does have data that relates to living individuals and does process data in order to perform its role.

Great Horwood Parish Council are registered with the Information Commissioner's Office (ICO) which is a requirement of organisations who process personal information. Their role is to uphold information rights in the public interest.

When dealing with personal data, Great Horwood Parish Council (Clerk and Councillors) must ensure that:

- **Data is processed fairly, lawfully and in a transparent manner.**
This means that personal information should only be collected from individuals if the Clerk and Councillors have been open and honest about why information is required.
- **Data is processed for specified purposes only.**
This means that data is collected for specific, explicit or legitimate purposes only.
- **Data is adequate, relevant and limited to what is necessary.**

Data will be monitored so that too much or too little is not kept; only data that is needed shall be held

- **Data is accurate and where necessary, kept up to date.**
Only accurate personal data will be kept. Inaccurate data will be corrected.
- **Data is only retained for as long as necessary.**
Data no longer required will be shredded or deleted electronically.
- **Data is kept securely.**
Only the Clerk can directly access the data which is securely stored on the dedicated Parish Council computer with protected passwords and anti-virus software. Parish Council papers are stored in a secure lockable cupboard.

Information Audit

In the normal course of business, Great Horwood Parish Council will receive personal data (name, address, telephone number, email, bank account details) in connection with the following:

- Councillors
- Parishioners
- Worthy Causes grant applications
- Allotment holders
- Village organisations
- Contractual matters
- Receiving and dealing with correspondence
- Administration of Parish Council meetings
- Volunteers for specific activities eg litter pick, grass cutting

The Parish Council receives a copy of the Electoral Register with updates throughout the year. This can only be used by the Clerk and Councillors and shall not be used by any third party. Once the purpose for which the register has been supplied has expired, the register shall be securely destroyed.

Subject Access Requests

Great Horwood Parish Council is aware that people have the right to access any personal information that is held about them. Subject Access Requests must be submitted in writing to the Data Protection Office (DPO). A response will be made within one month as prescribed by the General Data Protection Regulations.

Data Eradication Request

Individuals have the right to have their personal data erased, where their data is no longer necessary in relation to the purpose for which it was originally collected. Data portability must be done free of charge. This refers to the ability to move, copy or transfer data easily between computers. The Parish Council's DPO will respond to requests within one month and has the delegated authority from the Parish Council to eradicate information.

Data Breaches

If a data breach is identified, the Information Commissioner's Office (ICO) will be informed and an investigation will be conducted by the ICO.

Personal data breaches that are identified by the Parish Council or referred to it will be reported to the DPO for investigation. Investigations will be undertaken within one month of the report of the breach.

The ICO will be advised of the breach within three days, where it is likely to result in a risk to the rights and freedom of individuals eg. it could result in discrimination, damage to reputation, financial loss, loss of confidentiality etc. Where a breach is likely to result in a high risk to the rights and freedoms of individuals, the DPO will also notify those concerned directly.

Policy Adoption and Review

This policy document is written with current information and advice. It will be reviewed annually or when further advice is issued by the ICO.

Great Horwood Parish Council are expected to comply with this policy at all times to protect privacy, confidentiality and the interests of the Parish Council.

This policy was adopted by Great Horwood Parish Council on

.....12 April 2021.....

Sue Brazier, Data Protection Officer

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