

Data Protection GDPR Policy

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POLICY PURPOSE AND SCOPE

This policy explains how St Ewe Parish Council complies with the General Data Protection Regulation (GDPR). GDPR safeguards personal data: information about a living individual who can be identified from that data which includes photographs. The Parish Council is committed to handling personal data lawfully, fairly, transparently and securely.

Employees, Members, contractors and anyone processing information for the Parish Council must comply with this policy, including after their relationship with the Council ends. The Parish Council is the Data Controller and is registered with the Information Commissioner's Office (ICO). Deliberate breaches may be criminal offences and may result in disciplinary action, dismissal, fines and/or criminal proceedings.

DATA PROTECTION

Personal data must be handled with care, integrity and transparency, and used only for the purposes for which it was collected.

The Parish Council is responsible for lawful processing. Anyone processing information on its behalf must follow this policy. Potential breaches will be investigated and may result in Council action, disciplinary action or criminal proceedings.

DATA PROTECTION PRINCIPLES (GDPR)

Whenever personal data is obtained, recorded, used, held, disclosed or deleted, it must be:

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject.
2. Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
6. Processed securely, including protection against unauthorised or unlawful processing and accidental loss, destruction or damage, using appropriate technical or organisational measures.

ACCESS AND USE OF PERSONAL DATA

Personal data may only be accessed or used by employees, Members and others acting on behalf of the Parish Council for official duties. Unauthorised access, copying, disclosure, alteration, destruction or interference with data or equipment is prohibited and may be a criminal and/or disciplinary offence.

COLLECTING PERSONAL DATA

When collecting personal data, such as through a form, questionnaire or survey, the data subject must be told who is collecting it, how it will be used, who it may be shared with, and any relevant consequences. This Privacy Notice information must be clear. Data collected must be adequate, relevant, not excessive, and must not be used for an unrelated purpose without consent or another lawful basis.

LAWFUL BASIS FOR PROCESSING

St Ewe Parish Council must have a lawful basis for processing personal data. Consent may be used where appropriate and must be fully informed, freely given and explicit for sensitive personal data.

DISCLOSING PERSONAL DATA

Personal data must not be disclosed unless the recipient is authorised and legally entitled to receive it. External disclosures must be recorded, including what was disclosed, to whom, the date, reason and lawful basis. Only the minimum necessary personal data should be disclosed.

ACCURACY AND RELEVANCE

Personal information must be accurate, up to date, relevant, adequate, unambiguous and professionally worded. It should be checked regularly and corrected where inaccurate. Data subjects may access their personal data and have inaccuracies corrected.

RETENTION AND DISPOSAL OF DATA

Personal data must not be kept longer than necessary. It should be reviewed regularly and deleted or destroyed when no longer required, unless there is a legal or valid reason to retain it. Statutory retention requirements must be checked before disposal.

INDIVIDUAL RIGHTS

Individuals have GDPR rights, including to access their personal data, prevent use likely to cause damage or distress, seek compensation where data is mishandled, correct or destroy inaccurate information, and request erasure where applicable. Subject Access Requests must be forwarded to the Parish Clerk promptly. The Parish Council has one month to respond once a written request and suitable identification are received.

REPORTING DATA SECURITY INCIDENTS

St Ewe Parish Council must monitor data security incidents affecting the security or confidentiality of its information. All incidents must be identified, reported, investigated and monitored.

GLOSSARY

TERM	DEFINITION
Member	A parish councillor elected to serve the local community.
Employee	A person who is employed by the local authority.
Contractor	A person or firm contracted to provide materials, labour or services.
Clerk	A person employed to manage finance, administration, projects, policies, procedures and governance.
Volunteer	A person who freely offers time to work with groups or committees on tasks or projects.
Committee	A group appointed for a specific function, usually from a larger group.
Email Accounts	Dedicated accounts used by Parish Councillors for Parish Council business; personal accounts should only be used where this is the agreed communication method.
Data Protection	The rules governing how the Parish Council processes personal data in line with GDPR.
Data Breach	A data breach is a security incident of which personal data has been leaked, stolen or accessed unauthorised and without consent.
GDPR	General Data Protection Regulation. This regulation governs data privacy and security giving individuals greater control over their personal data.
Website	The Parish Council website: www.st-ewe-pc.gov.uk