

Barley Parish Council: Data Protection Policy

1. Statement of policy

Barley Parish Council is fully committed to compliance with the requirements of the General Data Protection Regulation (GDPR), Data Protection Act 1998 and any successor legislation (together, the 'data protection legislation'). The Council is committed to a policy of protecting the rights and freedoms of individuals with respect to the processing of their personal data and special category personal data.

The council will therefore follow procedures, which aim to ensure that all employees and volunteers, and others who have access to any personal data held by or on behalf of the local office, are fully aware of and responsible for the handling of personal data in line with the data protection legislation.

In order to operate efficiently, the council has to collect and use information about people with whom it works. These may include current, past and prospective clients; current, past and prospective employees; current, past residents; and our suppliers.

Data protection legislation and in particular Article 5 (1) of the GDPR requires that personal data shall be used in accordance with the following principles:

- a) processed lawfully, fairly and in a transparent manner in relation to individuals;
- b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures

required by the GDPR in order to safeguard the rights and freedoms of individuals; and

f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.”

Article 5 (2) of the GDPR requires that:

“The controller shall be responsible for, and be able to demonstrate, compliance with the principles.”

Lawful basis for processing personal data and special category personal data under the data protection legislation

Barley Parish Council primarily uses consent and explicit consent as the lawful basis for processing client personal data and special category personal data.

The council also processes personal data under the following lawful bases:

Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual’s personal data which overrides those legitimate interests.

Legal obligation: the processing is necessary to comply with the law (this does not include contractual obligations).

Vital interests: the processing is necessary to protect someone’s life.

Public task: the processing is necessary for to perform a task in the public interest or for official functions, when the task or function has a clear basis in law.

2. Handling of personal data and special category personal data

Barley Parish Council will, through appropriate management and the use of appropriate controls adhere to the following in regards to our use of personal data and special category personal data;

- Provide up to data privacy notices to data subjects.
- Collect and process appropriate information and only to the extent that it is needed to fulfil operational needs or to comply with legal requirements.
- Ensure the quality and accuracy of information when collected or received and during its use.
- Apply checks to determine the length of time information is retained.
- Take appropriate technical and organisational security measures based on risks to data subjects.
- Not transfer outside the EEA without suitable safeguards.
- Ensure that any information incidents are reported to the data subject and the Information Commissioners Office.
- Mitigate risks to the data subjects in the event of an information incident using an appropriate data breach policy.
- Ensure that the rights of our data subjects can be properly exercised.

These rights include:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erase
5. The right to restrict processing
6. The right to data portability
7. The right to object (only if it causes unwarranted or substantial distress)
8. The right to compensation if they suffer loss or damage

In addition, we will ensure that:

- There is someone with specific responsibility for data protection on the council.
- Organisational information and in particular privacy risks are risk assessed, documented and controlled.
- Everyone managing and handling personal data and special category personal data understands that they are responsible for following good Information Governance / Assurance practice and for complying with the data protection legislation.
- Everyone managing and handling personal data and special category personal data is appropriately trained and supervised to do so.
- Queries about processing personal data and special category personal data are promptly and courteously dealt with within the requirements of the data protection legislation.
- Data sharing and processing is carried out under an appropriate written agreement, setting out the scope and limits of the sharing. Any disclosure of personal data will be in compliance with approved procedures.

All councillors and employees are to be made fully aware of this policy and their duties and responsibilities under it. All councillors and employees will take steps to ensure that personal data is kept secure at all times against unauthorised or unlawful loss or disclosure.

3. Management systems

All information, personal data and special category personal data is to be regarded as being confidential between the individual and Barley Parish Council unless expressly indicated otherwise.

Data is shared to provide the service to residents, to refer residents to other organisations, to receive feedback from residents, to enable Barley Parish Council to act on behalf of the residents when authorised, to understand trends and carry out research to enable policy work. The data shared will always be the minimum necessary required to carry out the business purpose.

In all cases the relevant consent must be obtained, or alternative lawful basis determined, for any processing or sharing of client personal data and special category personal data.

4. Data Breach process

Any breach will be notified to the Information Commissioners Office (ICO) within 72hours.

The data subject will be notified where appropriate i.e. where rights and freedoms are affected.

We will:

- Identify how the breach occurred
- When it happened and how long and it was happening for
- What categories of data were taken
- Ascertain the number of records/subjects affected
- Describe how we have mitigated the breach

5. Review

We will review our policy in the light of regulatory amendments and /or at least annually.