

Hopesay Parish Council Personal Data Protection, Management and Audit Policy

Data Management and Protection

The GDPR places a much greater emphasis on transparency, openness and fairness than previous legislation required. The Parish Council as Data Controller will ensure the Principles of Data Protection legislation will be followed in the management of personal data and that employees and councillors understand the requirements of the legislation.

“Personal Data” is any information that relates to a living person who can be identified from that data on its own or when taken together with other information.

“Processing” is any use that is made of data - including collecting, recording, organising, consulting, storing, amending, disclosing, or destroying it.

The Clerk (as Data Processor) will follow the underlying principles that personal data:

- (a) Must be processed lawfully, fairly and transparently.
- (b) Is only used for a *specific processing purpose* that the data subject has been made aware of and no other, without further consent.
- (c) Should be *adequate, relevant and limited* i.e. only the minimum amount of data should be kept for specific processing.
- (d) Must be *accurate* and where necessary *kept up to date*.
- (e) Should *not be stored for longer than is necessary*, and that storage is safe and secure.
- (f) Should be processed in a manner that ensures *appropriate security and protection*.

The Clerk will manage subject access requests allowing data subjects to exercise their rights under the GDPR:

The right to access personal data we hold on you

The right to correct and update the personal data we hold on you

The right to have your personal data erased

The right to object to processing of your personal data or to restrict it to certain purposes only

The right to data portability

The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

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The right to lodge a complaint with the Information Commissioner's Office.

The Council, as Data Controller, has adopted a Privacy Policy and Subject Access Request Policy. These, together with the Privacy Notice, are available to view on the Council website or via the Clerk.

The Clerk, as Data Compliance Officer will

- Ensure that data is held securely, password controlled on a need to know basis and back-up systems are in place
- Maintain a processing log of data
- Ensure that data is held no longer than is necessary and follows guidelines for its deletion
- Ensure that Consent Forms are obtained where necessary, recorded and reviewed as necessary
- Undertake data protection impact assessments where required for new projects as directed by the Council as Data Controller and advice of the ICO.
- Ensure the notification of personal data breaches in consultation with the DPO and the Council's Security Incident Response Policy
- Report to Council on progress in compliance with GDPR to include any required monitoring identified

Data Audit

The Data Audit uses a spreadsheet (**GDPR Data Audit Reports**) which lists all data Council holds. **Categories** that Council has identified for data held that may fall under Data Protection / GDPR regulations are:

Electoral Roll; Planning Applications; Invoices raised by Council; Surveys and Consultations; Staff and former staff records; Employment Applications; Councillor details; councillor held data; Emails; Website; Financial transactions; Correspondence from members of the public, residents, other parties relating to parish matters which may contain personal data; Minutes; Contact with public in response to requests (e.g. made at council/other meetings); Contractors, Electronic files, folders, & documents GENERALLY; Physical files, folders, & documents GENERALLY; Consider any other area / subject where personal data may be held by Council. This last category prompts officers and councillors to consider if there is any other data Council / councillors hold that should be listed.

The following **columns** on the spreadsheet are used to identify and measure data, risk, and controls:

Data held / processed; What we use it for; Where it came from / Type; Format held / who has access; Who we share it with / disclose it to; data subject; Risks and security measures; Lawful basis for processing; Comments.

The Audit is carried out annually by the Clerk, circulated to councillors for scrutiny and amendment, and submitted to a full Council meeting for approval.