**Skellingthorpe Parish Council Data Protection Policy**

**The Data Protection Policy**

Skellingthorpe Parish Council recognises it responsibility to comply with the General Data Protection Regulations (GDRP) 2018 which regulates the use of personal data. This does not have to be sensitive data, it can be as little as a name and address.

**General Data Protection Regulations (GDRP)**

The GDRP sets out high standards for the handling of personal information and protecting individuals’ right for privacy. It also regulates how personal information can be collected, handled and used . The GDRP applies to anyone holding personal information about people, electronically or on paper. Skellingthorpe Parish Council has also notified the Information Commissioner that it holds personal data about individuals.

When dealing with personal data, Skellingthorpe Parish Council staff and members 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 staff have been open and honest about why they want the personal information.

* **Data is processed for specified purposes only**

This means that data is collected for specific, explicit and legitimate purpose only.

* **Data is relevant to what it is need for**

Data will be monitored so that too much or too little is not kept, only data that is needed should be held.

* **Data is accurate and kept up to date and is not kept longer than it is needed**

Personal data should be accurate, if it not it should be corrected, Data no longer needed will be shredded or securely disposed of.

* **Data is processed in accordance with rights of individuals**

Individuals must be informed, upon request, of all the personal information held about them.

* **Data is kept securely**

There should be protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

**Storing and accessing data**

Skellingthorpe Parish Council recognises its responsibility to be open with people when taking personal details from them. This means the staff must be honest about why they want a particular piece of personal information.

Skellingthorpe Parish Council may hold personal information about individuals such as their names, addresses, email address and telephone numbers. These will be kept securely at the Parish Office and are not available for public access. All data stored on the Parish Office computers are password protected. Once data is not

needed any more, or it out of date, or has served its purpose, and falls out of minimum retention time of the council’s retention policy, it will be shredded or securely deleted from the computer.

Skellingthorpe Parish Council are aware that people have the right to access any personal data that is held about them. Subject Access Requests (SARs) must be submitted in writing which can be done by hard copy or email. If a person requests to see any data that is being held about them the SAR response must detail:

* How and to what purpose personal data is processed
* The period the Parish Council tend to process it for
* Anyone who has access to personal data

The response must be sent within 30 days and should be free of charge

If a SAR includes personal date of other individuals, Skellingthorpe Parish Council must not disclose the personal information of the other individual. The individual’s personal information may either be redacted, or the individual may be contacted to give permission for their information to be shared with the Subject.

Individuals have the right to have their data rectified if it is incorrect, the right to request erasure of the data, the right to request restriction of processing of the data and the right to object to data processing, although rules to apply to those requests. Please see “Subject Access Request Procedure” for more details.

**Confidentiality**

Skellingthorpe Parish Council members and staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data this must remain confidential.