



SHEET PARISH COUNCIL

Chairman – Ron Dark

Clerk – Jenny Hollington

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June 2018

Privacy and data protection policy

This policy has been amended following GDPR legislation concerning data protection that came into effect in May 2018.

Background

The Data Protection Act 1998 and The General Data Protection Regulations 2018 regulate the use of personal data, which can be as little as a name and address.

The legislation sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how information can be collected, handled and used. It applies to anyone holding information about people electronically or on paper.

The Council

We process personal information to enable us to carry out our statutory duties. We also process personal information to maintain our accounts and manage our employee. We are therefore a data controller.

We hold the minimum amount of personal information that we can. This comprises names and addresses of our suppliers and customers and related financial transactions, and correspondence concerning council matters. We also have access to the electoral role maintained by the District Council. All information is maintained on the computer and physical records held by the Parish clerk. These are kept in a secure location at the Parish Clerk's place of residence and are not available for the public to access. All data stored on a computer is password protected. Once data is not needed anymore, if it is out of date or has served its use, it will be shredded or deleted from the computer

No communications are made between councillors without the clerk as an intermediary and therefore all personal information held is available at one location.

No disclosures of personal information are made outside the council without the consent of the individual concerned.

The Parish Council is aware that people have the right to access any information that is held about them. If a person requests to see any data that is being held about them, they must be sent all of the information that is being held about them. Requests that are manifestly unfounded or excessive may be refused or a charge made. If a request is refused, a reason must be given.

If a data breach is identified the Information Commissioners office will be informed and an investigation will be conducted.