



Bothenhampton & Walditch

Parish Council since 1886

BOTHENHAMPTON & WALDITCH PARISH COUNCIL

DATA PROTECTION POLICY

Adopted 8th June 2020

Parish Council Chairman

WHAT IS DATA PROTECTION?

Data Protection is a system of rules (laws and regulations), designed to protect the personal data of individuals insofar as that data is held and processed in particular ways.

THE DATA PROTECTION ACT

The Data Protection Act 1998 and the the GDPR will be directly applicable in the UK without the need to implement national legislation.

The GDPR is not:

- I. A general right of privacy;
- II. A general right of confidentiality;
- III. Part of the Freedom of Information Act.

Under the terms of the GDPR Personal Data is information held in digital or paper form relating to a living person, that might identify or help to identify them including:

- I. Name;
- II. Address;
- III. Date of birth;
- IV. National insurance number;
- V. Ethnic origin;
- VI. Marital status;
- VII. Financial details e.g. bank account numbers;
- VIII. Medical history;
- IX. Criminal record;
- X. Purchasing and on-line browsing habits (collected by cookies);
- XI. Car registration number;
- XII. Photographic or video imagery of persons or their address;
- XIII. Anything else of a person/biographical nature;
- XIV. And matters of opinion concerning that person.

THE 8 DATA PROTECTION PRINCIPLES

The rights and obligations of GDPR can be reduced to 8 principles:

1. Personal data must be processed fairly and lawfully, and in compliance with the key conditions.
2. Personal data must be obtained for specified lawful purposes and be processed compatibly with those purposes.
3. The personal data should be adequate, relevant and not excessive for the purpose.
4. Personal data must be accurate and kept up to date by the Data Controller.
5. Do not keep personal data longer than necessary for the specified purpose.
6. Personal data must be processed in accordance with the rights of the data subject, notably subject access requests
7. Appropriate technical and organisational measures to be taken against unauthorized use or processing of personal data, and against its accidental loss destruction or damage.
8. Personal data shall not be transferred outside the European Economic Area, unless the destination country ensures an adequate level of protection.

WE WILL:

- I. Ensure that we fully understand how Bothenhampton and Walditch Parish Council uses personal data – undertake an audit and evaluate the level of security for each type and use;
- II. Ensure sensitive personal data is accorded additional security because of the level of personal harm that loss or leakage can cause – restricted access and password protection;
- III. Ensure personal data held on laptops is encrypted or password protected for use off site;
- IV. Update staff training on data security;
- V. Use the Bcc function when communication with more than one person;
- VI. Ensure personal data is never left on desktops or unsecured areas overnight and weekends;
- VII. Ensure that when personal data is shared or transferred that the method of transfer is secure – avoid pen drives, and that the correct e-mail addresses are used, and a delivery receipt is obtained;
- VIII. Ensure that when fulfilling a subject access request we obtain confirmation of identity of data subject who requested it;
- IX. Appoint a senior member of staff as Data Protection Manager;
- X. Ensure that personal data is accurate and ensure that it is kept up to date on a regular basis;
- XI. Ensure we obtain permission to use photographic images in a public domain that include faces from the individual(s) concerned.

THE BOTHENHAMPTON AND WALDITCH PARISH COUNCIL WEBSITE**CONTROLLING YOUR PERSONAL INFORMATION**

The Bothenhampton and Walditch parish Council will not sell, distribute or lease your personal information to third parties unless we have your permission or are required to do so by law. You may request details of your personal information, which we hold about you under the 2016 EU Directive known as General Data Protection Regulation (GDPR). If you believe that any information we are holding on you is incorrect or incomplete, please contact us as soon as possible in order to enable us to promptly correct any information found to be incorrect.

LINKS TO OTHER WEBSITES

Where pages of Bothenhampton and Walditch Parish Council website contains links to other websites of interest. Once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information, which you provide whilst visiting such sites.