

# GOODWORTH CLATFORD PARISH COUNCIL

The General Data Protection Regulation (GDPR) is a new, Europe-wide law that replaces the Data Protection Act 1998 (the 1998 Act) in the UK. It is part of the wider package of reform to the data protection landscape that includes the Data Protection Act 2018 (the DPA 2018). The GDPR sets out requirements for how organisations need to handle personal data.

Goodworth Clatford Parish Council (GCPC) recognises its responsibility to comply with the GDPR 2018. The regulation regulates the use of personal data. This does not have to be sensitive data; it can be as little as a name and address.

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

When dealing with personal data, GCPC staff must ensure that:

- Data is processed fairly and lawfully

This means that personal information should only be collected from individuals if staff and Councillors have been open and honest about why they want the personal information.

- Data is processed for specified purposes only
- Data is relevant to what it is needed 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

Personal data should be accurate, if it is not it should be corrected.

- Data is not kept longer than it is needed

Data no longer needed will be shredded or securely disposed of.

- Data is processed in accordance with the rights of individuals

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

- Data is kept securely

Only staff can access the data. It cannot be accessed by members of the public.

## Storing and accessing data

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

The GCPC may hold personal information about individuals such as their addresses and telephone numbers. These will be securely kept at the GCPC Office and are not available for public access. All data stored on the GCPC Office computer is password protected. Once data is not needed any more, is out of date or has served its use and falls outside the minimum retention time of our document retention policy, it will be shredded or securely deleted from the computer, as is applicable.

The GCPC is aware that people have the right to access any personal 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 personal information that is being held about them
- There must be an explanation for why it has been stored
- There must be a list of who has seen it
- It must be sent within 40 days

A fee to cover photocopying and postage charges will be charged to the person requesting the personal information. This fee will be agreed by the GCPC and amended in line with inflation from time to time.

## Confidentiality

GCPC Executive 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 also remain confidential.

## Nominated Officer

Our named Data Protection Officer is Bob Wheadon.

Last updated December 2018



Information Commissioner's Office

Upholding information rights

Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF  
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# Certificate

Organisation Name:

**GOODWORTH CLATFORD PARISH COUNCIL**

Reference number:

**Z8810946**

Tier:

**Tier 1**

Start date:

**7 April 2005**

End date:

**6 April 2020**

**This data controller states that it is a public authority under the Freedom of Information Act 2000 or a Scottish public authority under the Freedom of Information (Scotland) Act 2002**

**Data Protection Officer**