



Savernake Parish Council

Data Protection Policy

Savernake Parish Council recognises its responsibility to comply with the General Data Protection Regulations (GDPR) 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 (GDPR)

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. Savernake Parish Council has notified the Information Commissioner (www.ico.org.uk) that it holds personal data about individuals.

The GDPR says that the information provided to people about how we process their personal data must be concise, transparent, intelligible and easily accessible, written in clear and plain language and provided free of charge

When dealing with personal data, Savernake Parish Council members and staff 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 the Council has 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 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 and is not kept longer than it is needed**
Personal data should be accurate, if it is not it should be corrected. 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**
There should be protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

Storing and accessing data

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

Savernake Parish Council may hold personal information about individuals such as their names, addresses, email addresses and telephone numbers. This will be securely kept by the Parish Council and is not available for public access. Any computer holding Savernake Parish Council data will be password protected. Once data is not needed any more, is out of date or has served its use, it will be shredded or securely deleted from the computer.

Savernake Parish Council is aware that people have the right to access any personal information that is held about them by submitting a Subject Access Requests (SAR). The SAR should be submitted apply in writing (this can be done in hard copy by post or by email)

The SAR response will be sent within 30 days, will be free of charge, and will include:

- All the information held about the subject.
- How and why it has been stored.
- The period it is held for.
- Who has access to the personal data.

If a request is refused, a reason will be given.

If an individual requests that their data is rectified or erased this will be carried out.

If the SAR includes personal data of other individuals, Savernake Parish Council will not disclose the personal information of the other individual. Another 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 do apply to those requests.

Confidentiality

Savernake 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 also remain confidential.

If a data breach is identified the ICO must be informed and an investigation will be conducted.