

## **Stanwick Parish Council**

### **Data Protection Policy**

1. This policy meets the requirements of the Data Protection Act (DPA) 2018 The EU General Data Protection Regulations are effective from 25<sup>th</sup> May 2018.
2. Stanwick Parish Council, ‘the Council’, is registered with the Information Commissioner as a Data Controller.
3. It is the policy of the Council to comply with all regulatory and legislative requirements for data protection.
4. The Council will publish an appropriate and compliant General Privacy Notice on its website and will provide a copy on request.
5. The Council will ensure that whenever or wherever data is collected for use by the council, explicit and informed consent will be obtained as required by Regulations. Appropriate statements will be incorporated on all forms that the Council uses to collect such data.
6. Where a person refuses to allow the Council to keep their personal data<sup>i</sup>, the Council maybe unable to provide the person with the service requested.
7. The Council will maintain and implement appropriate policies for the retention of data and the destruction of data, both in paper and electronic format. It will include processes for email correspondence.
8. The Council will maintain and implement appropriate policies for data security.
9. In the event of a data security breach, such as loss of computer records or office break in, the breach will be reported to the Information Commissioners Office.
10. The Council will observe the six principles of data protection, in that data will be:
  - Processed fairly, lawfully and in a transparent manner in relation to the data subject
  - Collected for a specific, explicit, legitimate purposes and not processed further for purposes incompatible with those purposes
  - Adequate, relevant and limited to what is necessary
  - Accurate and, where necessary, up to date
  - Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed
  - Processed to ensure appropriate security including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

11. A person can make a subject access request and the Council will have a procedure to allow for this to be done as set out in the ‘Subject Access Request’ Procedure.
12. The Data Protection Officer for Council is Northants CALC DPO Service.
13. The Council will be provided by the Clerk with an annual report containing the number of subject access requests and requests made under the Freedom of Information Act.
14. This policy will be reviewed every three years or following changes to legislation.

Version	Date adopted	Minute ref
1	17 May 2020	18.24 a
2	20/01/2022	21.155

This policy should be read in conjunction with the Council’s:

- Information Security Policy
- Information Security Asset Inventory
- General Privacy Notice
- Document Retention Policy
- Data Breach Policy
- Subject Access Request Procedure

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<sup>i</sup> ‘Personal data’ means data relating to a living individual who can be identified from that data or from the data and other information held in the possession of, or likely to come into the possession of, the data controller and can include expressions of opinion about the individual.