



Sarratt Parish Council

Policies and Procedures: General Data Protection Regulation (GDPR)

Introduction

Sarratt Parish Council provides many services to local community groups, sports teams, companies and individuals. In providing services we collect and retain personal data in both written and computer records. The Parish Council also retains information about employees to properly administer areas such as employment records and payroll. A person about whom information is held is known as the 'Data Subject'.

The Principles of Good Information Handling

The Parish Council adheres to the principles of good information handling, as set out by the Information Commissioner's Office (ICO). These require that information is processed fairly and lawfully and such processing complies with the specified conditions listed below.

Data must be:

- Obtained only for one or more specified and lawful purpose and shall not be processed in any manner incompatible with the purpose or those purposes.
- Adequate, relevant and not excessive in relation to the purpose or purposes for which it is processed.
- Accurate and where necessary, kept up-to-date.
- Not kept for longer than is necessary for the purpose or purposes for which it was processed.
- Processed in line with the rights of Data Subjects under the Data Protection Act 2018.
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

Registration and Data Held

Sarratt Parish Council is registered with the ICO (Registration no. Z1299061) and details of the registration can be viewed on the ICO website www.ico.org.uk

Our registration allows us to hold personal data for three purposes, full details of which are contained in our registration.

1. Provision of Local Services.
2. Campaigns, public relations and fund raising.

3. Staff, agent and contractor administration.

Data will be held for an appropriate time, which is set out on our Document Retention Policy, this will vary depending on the reason for which we are holding the data.

Sensitive information as defined in the Data Protection Act, is not held by the Parish Council, other than where necessary for the engagement of employees, elected members (Councillors) and contractors or agency staff.

Rights of Data Subjects

A Data Subject has the right to access and receive a copy of their personal data, and other supplementary information held on them. This is commonly referred to as a 'Subject Access Request' (SAR). Individuals can make SARs verbally or in writing via email or letter. A third party can also make a SAR on behalf of another person.

The Data Subject is entitled to request and receive information pertaining to:

1. What personal information an organisation holds about them;
2. The purposes for which the data is being held;
3. How the organisation is using it;
4. Who they are sharing it with; and
5. Where they got the data from.

The organisation holding the data also has an obligation to provide the information requested in an accessible, concise and intelligible format.

Further details of how a Data Subject may apply for and request access to the data being held about them can be found in the Sarratt Parish Council General Privacy Notice, under Section 12 - Subject Access Requests (SARs).

Individuals also have the right to have wrong information corrected, blocked from processing, or erased.

The Parish Council will within 20 working days, send the Data Subject a written notice stating that the request has been complied with or the reasons why they feel the request to be unjustified. This may be extended by a further two months if the request is complex or if a number of requests are received from the individual.

There will be no charge for responding to a SAR. However, legislation permits reasonable fees to be charged for a SAR if the costs of complying with the request are manifestly unfounded or excessive, or if an individual requests further copies of their data.

Inadequate compliance with a SAR or request for erasure may be remedied by court order.

Data Controller

The Data Controller for Sarratt Parish Council is the Parish Clerk.

Data Protection Officer

The Data Protection Officer for Sarratt Parish Council is the DPO Centre Ltd.

DPO Centre Ltd
50 Liverpool Street
London
EC2M 7PR
advice@dpocentre.com
0203 797 1289

Who is Governed by this Policy

Employees of the Parish Council, whether full time, part time or voluntary.

Where holding and processing personal data about individuals in the course of undertaking Council business, elected members ('Councillors') will be covered by the Parish Council's notification and have the same responsibilities with regard to data protection as any employee of the Parish Council.

All employees, and Councillors are expected to comply with this policy at all times to protect privacy, confidentiality and the interests of the Council.

Reviewed and adopted:9 March 2021