

# SHEEPY PARISH COUNCIL

THE VILLAGES OF

Sheepy Magna, Sheepy Parva, Sibson, Wellsborough, Upton, Pinwall and Cross Hands

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## **Data Protection Policy**

*Adopted at Sheepy Parish Council Meeting on 1<sup>st</sup> December 2020.*

### **1. Introduction**

In order to carry out its statutory duties, Sheepy Parish Council needs to collect and use personal information about parishioners, Councillors, the Clerk, suppliers, complainants, enquirers, business contacts, professional advisers and consultants, elected representatives and holders of public office and other individuals who come into contact with Sheepy Parish Council.

Sheepy Parish Council also processes personal information to promote its services; undertake fundraising; maintain its accounts and records and manage and support its employees.

Sheepy Parish Council is committed to a policy of protecting the rights and privacy of those individuals whose personal information it holds in accordance with the General Data Protection Regulation and the Data Protection Act 2018 (“data protection legislation”).

This policy applies to Sheepy Parish Council, the Clerk and the Councillors. For the avoidance of doubt, this includes any sub-committees or groups established by Sheepy Parish Council to assist it in carrying out its activities.

This policy will be updated as necessary to ensure compliance with any changes or amendments made to data protection legislation

### **2. Data Controller**

Sheepy Parish Council is the Data Controller under , data protection legislation which means that it determines the purposes for which and the

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manner in which any personal information is, or is to be, collected, used, stored and destroyed.

### **3. Data collection and use**

The ways in which Sheepy Parish Council collects, uses and holds personal information is set out in its Privacy Policy, available on its website at [www.sheepyparish.com](http://www.sheepyparish.com).

Personal information will only be collected fairly and lawfully. When collecting personal information Sheepy Parish Council, the Clerk and/or the Councillors will clearly explain why the information is needed, what it will be used for and what the consequences are should the individual decide not to give consent to processing.

In most circumstances individuals will be made aware how and with whom their information will be shared. There are circumstances where the law allows Sheepy Parish Council to disclose personal information (including sensitive data) without the individual's consent, for example for the purposes of crime prevention.

Sheepy Parish Council will not share personal information with third party organisations to process on its behalf unless there is a written contract in place which complies with data protection legislation.

### **4. Data storage and destruction**

Personal information will not be kept longer than it is needed for its original purpose or anticipated needs.

Sheepy Parish Council will regularly monitor the personal information held, ensuring it holds neither too much nor too little personal information in respect of individuals. If personal information given or obtained is excessive for the purpose it is held, it will be deleted or destroyed.

Information and records relating to individuals will be stored securely and will only be accessible to authorised employees and Councillors in circumstances where a Councillor needs to access personal information to help carry out their duties.

All Sheepy Parish Council computers are password protected, kept in a secure location at the home of the Parish Clerk and are not available for public access. All paper records containing personal information paper are kept in a locked filing cabinet in Sheepy Memorial Hall.

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It is the responsibility of Sheepy Parish Council, the Clerk and the Councillors to ensure all personal information is non-recoverable from any computer or other electronic device previously used in connection with Council business, which has been passed on/sold to a third party or otherwise destroyed.

### **5. Data accuracy and access**

It is the responsibility of individuals and organisations to ensure the personal information held by Sheepy Parish Council is accurate and up-to-date. Councillors and employees should notify Sheepy Parish Council of any changes, to enable records to be updated accordingly.

All individuals that Sheepy Parish Council holds personal information on have the right to:

- request a copy of all the personal information held about them within 30 days;
- request that Sheepy parish Council correct any personal information if it is found to be inaccurate or out of date;
- ask Sheepy Parish Council to erase their personal information where it no longer needs to retain it;
- withdraw their consent to the processing at any time;
- ask Sheepy Parish Council to send their personal information directly to some-one else;
- object to Sheepy parish Council processing their personal information; and
- lodge a complaint with the Information Commissioners Office.

### **6. Data location**

Personal information will not be transferred to countries outside the European Economic Area without the explicit consent of the individual. Sheepy Parish Council takes particular care to be aware of this when storing personal information in the cloud, or sharing information with third parties.