

## **CLAYTON LE DALE PARISH COUNCIL GDPR POLICY**

### 1. Background and relevance

The Act comes into force 25th May 2018 and the Office of the Information Commissioner expects data controllers to be compliant before that date.

This Act replaces the Data Protection Act 1998.

The Act applies to 'personal data' that is data relating to a living person who can be identified from that data.

'Processing data' means any operation performed on that personal data such as collection, recording, use.

The Parish Council does have data that relates to living individuals and does process data.

### 2. Information Audit

The type of information the Council holds is limited to name, address, email address and telephone number.

More detailed information is held for employees.

In the normal course of business the Parish Council will receive personal data in connection with the following council activities:

- Administration of employment matters
- Correspondence sent to the Council

The Council is sent a copy of the electoral roll with updates through the year. The Data Protection issues associated with the electoral roll are the responsibility of Ribble Valley Borough Council. The Council does not permit any third party to view the document.

Services relating to children – the Council does not have any services directly relating to children. It is aware that should that circumstance change, the relevant Data Protection issues will need to be taken into consideration.

### 3. Sensitive data

The Act requires 'sensitive data' to be treated differently. Categories of sensitive data include racial or ethnic origins, political opinions, religious beliefs, health issues.

The Parish Council does not collect such data

.

### 4. Storage of data

All council paper documents are stored at the Clerk's home securely.

All computer records are stored on a password protected computer with anti-virus software. The Parish Council has a Dropbox account for retention of documents.

### 5. How the data is used

Data is only used for the purpose it has been supplied.

Data is not passed onto a third party without the express consent of the data subject. The Council does not share or sell data, and never has done.

### 6. Subject access requests

A request for a copy of information held can be made.

There is a prescribed process and the response time will reduce to one month under the new Act.

#### 7. Data Protection Officer

The parish clerk fulfils the role of Data Protection Officer.