



## **Geldeston Parish Council**

### **Data Protection Policy**

**It is a legal requirement for the Parish Council to comply with the Data Protection Act, 1998. This policy aims to ensure that every employee and member maintains the confidentiality of any personal data held by the organisation in whatever form.**

#### **Data protection principles**

1. The Parish Council needs to keep certain information about its employees, contacts, customers and suppliers for financial and commercial reasons and to enable Council to communicate effectively and monitor performance to ensure legal compliance and for health and safety purposes. To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. This means that Council must comply with the Data Protection Principles set out in the Data Protection Act, 1998.
2. These principles require that personal data must be:
  1. obtained fairly and lawfully and shall not be processed unless certain conditions are met
  2. obtained for specified and lawful purposes and not further processed in a manner incompatible with that purpose
  3. adequate, relevant and not excessive
  4. accurate and up-to-date
  5. kept for no longer than necessary
  6. processed in accordance with data subjects' rights
  7. protected by appropriate security
  8. not transferred to a country outside the European Union without adequate protection.
3. In processing or using any personal information Council and its employees must ensure that they follow these principles at all times.

#### **Data protection coordinator**

4. To ensure the implementation of this policy the Parish Council has designated the Clerk to the Council as the Parish Council's data protection coordinator. All enquiries relating to the holding of personal data should be referred to the Clerk to the Council in the first instance.

## **Notification of data held**

5. Anyone in contact with the Council is entitled to know:
  1. what personal information the Parish Council holds about them and the purpose for which it is used
  2. how to gain access to it
  3. how it is kept up-to-date
  4. what the Parish Council is doing to comply with its obligations under the 1998 Act.
6. This information is available from the Clerk.

## **Individual responsibility**

7. All Council member and employees are responsible for:
  1. checking that any information that they provide in connection with membership or employment is accurate and up-to-date
  2. notifying the Parish Council promptly of any changes to the provided information
  3. ensuring that they are familiar with and follow the data protection policy.

## **Data security**

8. All members and employees are responsible for ensuring that:
  1. any personal data that they hold, whether in electronic or paper format, are kept securely
  2. personal information is not disclosed either verbally or in writing, accidentally or otherwise, to any unauthorized third party
  3. items that are marked 'personal' or 'private and confidential', or appear to be of a personal nature, are opened by the addressee only.
9. Any breach of the data protection policy, either deliberate or through negligence, may lead to disciplinary action being taken and could in some cases result in a criminal prosecution.
10. This policy will be reviewed annually, and as new legislation requires.

Signed:

Richard Fogerty Chairman

Date of review: September 2024