



A- barth Onan Hag Oll! Representing One and All

DATA PROTECTION POLICY

Introduction:

The General Data Protection Regulations supersede the Data Protection Act 1998 and came into force on 25th May 2018 as the Data Protection Act 2018. The Act gives greater rights in respect of the protection of personal data of anyone who has dealings with any organisation.

Under these regulations, the Parish Council must take all reasonable steps to safeguard any personal data it may hold or process. The regulations stipulate that the Parish Council is the Data Controller for the purposes of the regulations. The Clerk is the Data Processor and therefore responsible for ensuring compliance with the regulations. The regulations also stipulate that a Data Protection Officer must be appointed but an amendment to exempt all parish and town councils from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulations was tabled under the Data Protection Bill. The role is now discretionary, and Stithians Parish Council has not appointed one.

Policy:

The Parish Council will not divulge personal information concerning any member of the public to a third party without the consent of that person. No personal data is processed other than by way of replying to correspondence, either electronically or by hard copy. This policy outlines the procedure adopted to safeguard any personal information that may be stored as a result of that correspondence.

To prevent unauthorised access to any documents held electronically by the Parish Council, all documents are stored on an external hard drive which is disconnected from the computer when not in use. All confidential documents are password protected. All hard copies of documents are stored in an office accessible only by the Clerk or authorised visitors, such as Councillors or Contractors.

Certain documents, which need to be accessed and amended by certain others, are stored in "Dropbox", a form of cloud storage remote from the Council's computer. Access to this on the Council's computer is encrypted and protected by "Boxcryptor", which is password-protected.

The Council has a copy of the full electoral roll and this is on the afore-mentioned hard drive – there is no hard copy.

No documents are stored directly on either the main computer or the laptop and any downloaded documents are deleted from the main computer as soon as they have been transferred to the external hard drive.

Only the main computer has e-mail. It is not installed on the laptop which is used solely for administration of Parish Council meetings.

The only personal information held directly by the Council is in the address book linked to the Council's e-mail account which contains details of only those people with whom the Council needs to have contact such as Councillors, Contractors and representatives of local organisations with which the Council interacts. This is restricted to names, addresses, telephone numbers and e-mail addresses only. No other personal information is held electronically. Permission has been obtained from all the afore-mentioned parties to hold that information and as soon as that person no longer has any dealings with the Council, their details are removed.

The Council does obviously store copies of e-mails both sent and received, which will contain certain personal details of people who are not in the Council's contact list and these are stored in Outlook on the main computer, access to which is password protected. Storage of these is necessary for record purposes as e-mail has in many cases superseded letters. Access to both the main computer and the laptop is also password protected and antivirus software and firewall protection are also installed on both.

The Council maintains a website which is administered solely by the Webmaster who ensures that no personal information other than that appertaining to Councillors appears thereon.

The Council has a Facebook Page, again administered by the Webmaster who takes care not to post personal details of anyone without their prior consent.

It also facilitates on Facebook a "Notice Board" upon which anyone, once they have been accepted as a member, can post notices or ask questions. This is closely monitored to ensure that any inappropriate material is promptly removed.

Requests for Information:

Under the Act, any person may ask what personal data relating to them is held by the Parish Council, but it is hoped that before such a request is made, they will have considered the above policy and realised that nothing is held other than that which is readily available elsewhere. If, however, a person decides that the Council should no longer hold their personal information it will be removed without question.

JV Calvert
Clerk
17th May 2019

Adopted by the Parish Council under Minute AM19/31
of the Annual Meeting held on 21st May 2019