

WARNFORD PARISH MEETING

Data Protection Policy

Warnford Parish Meeting (WPM) recognises its responsibility to comply with the Data Protection Act 1998 and (after 25 May 2018) the General Data Protection Regulation (the Data Protection legislation). These regulates the use of personal data. This does not have to be sensitive information; it can be as little as a name and address.

The Data Protection Legislation sets out high standards for the handling of personal data and protecting individuals' rights for privacy. It also regulates how personal data can be collected, handled and used. It applies to anyone holding personal data about people, electronically or on paper. WPM has notified the Information Commissioner that it potentially holds personal data about individuals.

When dealing with personal data, WPM must ensure that:

- Data is processed fairly and lawfully

This means that personal data should only be collected from individuals if WPM has been open and honest about why it wants the personal data.

- Data is processed for specified purposes only

- Data is relevant to what it is needed for

Data will be monitored to ensure that too much or too little is not kept; only data that is needed should be held.

- Data is accurate and kept up to date

Data should be accurate, if it is not it should be corrected.

- Data is not kept longer than it is needed

Data no longer needed will be shredded or securely disposed of.

- Data is processed in accordance with the rights of individuals

Individuals must be informed, upon request, of all the personal data held about them.

- Data is kept securely

Only role holders and those acting on behalf of WPM can access the data. It cannot be accessed by members of the public.

Storing and accessing data

WPM recognises its responsibility to be open with people when taking personal details from them. This means that WPM must be honest about why it wants a particular piece of personal data.

WPM may hold personal data about individuals such as their addresses and telephone numbers. These will be securely held and not available for public access. Once data is not needed any more, is out of date or

has served its use, it will be shredded or otherwise safely destroyed or securely deleted from the computer etc, as is applicable.

Privacy Notice

WPM will comply with its Privacy Notice, which is available from its website.

WPM's website

WPM, when collecting personal data directly or via the village website, does so in line with the policy that can be found at <https://www.hugofox.com/privacy>. Personal data is occasionally included on the website, only to the extent that it is necessary to make the website information meaningful and useful for residents and visitors and/or by consent and/or is needed so that WPM can carry out its duties. Anyone can request that their personal data is removed or amended by contacting the webmaster at warnfordvillage@gmail.com

Confidentiality

WPM must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must only be used for the purposes of WPM.

WPM is not required to have a Data Protection Officer. Any queries regarding data protection should be sent to the [Clerk](#).

April 2018