

Ringwold with Kingsdown Parish Council GDPR Policy

Introduction

Personal Data is any information about a living individual which allows them to be identified from that data. The processing of personal data is governed by legislation; in the United Kingdom the current legislation is including the General Data Protection Regulation (GDPR), other legislation relating to personal data includes rights such as the Human Rights Act.

Personal data is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be either by using the data itself or by combining it with other information which helps to identify a living individual. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (GDPR) and other legislation relating to personal data and rights such as the Human Rights Act. The UK GDPR sets out seven key principles:

- Lawfulness, fairness and transparency;
- Purpose limitation;
- Data minimisation;
- Accuracy;
- Storage limitation;
- Integrity and confidentiality (security);
- Accountability.

Responsibilities

- a. Ringwold with Kingsdown Parish Council (RwK) is required to have policies for Data Protection.
- b. RwK is the Data Controller for your data and all data held by the Council. RwK adhere to these principles, which lie at the heart of our approach to processing and use of personal data.
- c. The Parish Clerk and Chairman are the primary Data Processors for RwK.
- d. RwK is registered with the Information Commissioner's Office under the Terms of the Data Protection Act 2018. Registration Reference: **ZA840376**
- e. This policy shall be subject to periodic review by RwK to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements to maintain compliance with changes to current GDPR legislation and guidance.

How your data is used

We use your data for following purposes;

- To confirm your identity to provide services to you.
- To contact you by post, phone, email, and other social media platforms we use.
- To notify you of any changes to our facilities and services.
- To maintain our own accounts
- To seek your opinions.
- To prevent and detect fraud and corruption in the use of public funds.
- And to enable us to meet our legal and statutory obligations and powers including any delegated functions.
- To send communications which you have requested.

- To process relevant financial transactions for goods or services supplied by the council.

The Council will process some or all of your personal data to perform its tasks and duties to you. These may include:

- Names, and addresses and email addresses.
- Telephone numbers
- Where you pay for activities – for example allotment fees.
- Sensitive or other special categories of data which may be required to assist us in helping you when you contact us.

Sensitive Data

This is data that relates to any of the following;

- a. Racial or ethnic origins
- b. Religious or similar information (in order to monitor compliance with the equal opportunities legislation and to comply with the legal requirements and obligations of third parties.

These categories come under what is called 'Special categories of data' and require higher levels of protection.

For us to use this data we would consider the following;

- In limited circumstances, with your express permission
- Where we are required to carry out our legal obligations, and
- Where it is needed in the public interest.
- In limited circumstances, we may approach you for your written consent to process your personal sensitive data. If we do so we will provide you with the full details of the data we would like and reason we need it, this will enable you to consider whether to give your consent.

Compliance

RwK shall comply with its obligations under GDPR; RwK General Data Protection Policy – Jan24 - Issue 2

- a. by keeping personal data up to date;
- b. by storing and destroying it securely;
- c. by not collecting or retaining excessive amounts of data;
- d. by only collecting data for valid purposes only that have been explained to you;
- e. by only using your personal data lawfully, fairly and in a transparent way;
- f. by protecting personal data from loss, misuse, unauthorised access and disclosure; and
- g. by ensuring that appropriate technical measures are in place to protect personal data.

In the normal course of business, the Parish Council receives personal data in connection with the following Council activities:

- Administration of employment matters for Staff and Councillors.
- Correspondence and communications sent to the Council.
- Volunteer lists for specific activities/events

RwK also work with other organisations, such as

- Local authorities – Dover District Council – but sometimes other councils too

- Community Groups
- Charities and not for profit organisations
- We may need to share your personal data we hold with them so that they can carry out their responsibilities to the Council.

Sharing Personal Data

Any personal data shall be treated as strictly confidential and shall not be passed onto a third party without the express consent of the data subject.

Storage of Personal Data

All Council paper documents shall be securely stored in filing cabinets in the Parish Council office or, in the case of older documentation, held in Secure off-site archives. All computer records shall be securely stored on Council computers, with suitable anti-virus software, with backup files stored on a separate drive. All data shall be encrypted to only be accessible by Data Processors.

Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data (when exercising these rights, we will need proof of your identity): -

- a. The right to access personal data RwK hold on you; At any point you can contact us to request the personal data RwK hold on you as well as why RwK have that personal data, who has access to the personal data and where RwK obtained the personal data from. Once RwK have received your request RwK will respond within one month. (There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee).
- b. The right to correct and update the personal data RwK hold on you; If the data RwK hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
- c. The right to have your personal data erased; If you feel that RwK should no longer be using your personal data or that RwK are unlawfully using your personal data, you can request that RwK erase the personal data RwK hold. When RwK receive your request RwK will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because RwK need it for to comply with a legal obligation).
- d. The right to object to processing of your personal data or to restrict it to certain purposes only. You have the right to request that RwK stop processing your personal data or ask us to restrict processing. Upon receiving the request RwK will contact you and let you know if RwK are able to comply or if RwK have a legal obligation to continue to process your data.
- e. The right to data portability You have the right to request that RwK transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- f. The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained You can withdraw your consent easily by telephone, email, or by post.
- g. The right to lodge a complaint to the Information Commissioners Office (ICO). www.ico.org.uk/ www.ico.org.uk/for-organisations/guide-to-data-protection/ Helpline phone number: 0303 123 1113 7. Further processing If RwK wish to use your personal data for a new purpose, not covered by this Data Protection Policy, then RwK shall seek your prior consent to

the new processing and explain the new use, setting out the relevant purposes and processing conditions.

If we wish to use your personal data for a new purpose not covered when your consent was previously given, then we will provide you with a new notice explaining the new use.

Contact Details - To exercise all relevant rights, queries, or complaints, please in the first instance contact the Parish Clerk for Ringwould with Kingsdown Parish Council.

Changes to the policy

We review the GDPR policy on a regular basis and any updates will be placed on the Parish Council website.

Should you have any questions or complaints relating to this or any other policy, please contact the Clerk Clerk@ringwouldwithkingsdown-pc.gov.uk or phone 01304 375889

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