

**DATA PROTECTION POLICY**

Adopted by Full Council on 18 October 2023

Revision date: April 2024

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**The Data Protection Policy**

BwTPC ('the Council') recognises its responsibility to comply with the Data Protection Act 2018 and UK *General Data Protection Regulations* which regulates the use of personal data. This does not have to be sensitive data; it can be as little as a name and address.

**General Data Protection Regulations (GDPR)**

The GDPR sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how personal information can be collected, managed, and used. The GDPR applies to anyone holding personal information about people, electronically or on paper. The Council is registered and certified with the Information Commissioner's Office.

When dealing with personal data, Council staff and members must ensure that:

- **Data is processed fairly, lawfully and in a transparent manner**

This means that personal information should only be collected from individuals if staff have been open and honest about why they want the personal information.

- **Data is processed for specified purposes only**

This means that data is collected for specific, explicit, and legitimate purposes only.

- **Data is relevant to what it is needed for**

Data will be monitored so 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 and is not kept longer than it is needed**

Personal data should be accurate, if it is not, it should be corrected. 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 information held about them.

- **Data is kept securely**

There should be protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage.

# **BECKERMET WITH THORNHILL PARISH COUNCIL (BwTPC)**

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### **Storing and accessing data**

The Council recognises its responsibility to be open with people when taking personal details from them. This means that staff must be honest about why they want a particular piece of personal information.

The Council may hold personal information about individuals such as their names, addresses, email addresses and telephone numbers. These will be securely kept at the Council Clerk's office and are not available for public access.

All data stored on the Council's computer is password protected. Once data is not needed any more, is out of date or has served its use and falls outside the minimum retention time of Councils *Records Retention Policy*, it will be shredded or securely deleted from the computer. The Council is aware that people have the right to access any personal information that is held about them. Subject Access Requests (SARs) must be submitted in writing (this can be done in hard copy, email, or social media). If a person requests to see any data that is being held about them, the SAR response must detail:

- How and to what purpose personal data is processed
- The period the Council intends to process it for
- Anyone who has access to the personal data

The response must be sent within 30 days and should be free of charge.

If a SAR includes personal data of other individuals, the Council must not disclose the personal information of the other individual. That individual's personal information may either be redacted, or the individual may be contacted to give permission for their information to be shared with the Subject.

Individuals have the right to have their data rectified if it is incorrect, the right to request erasure of the data, the right to request restriction of processing of the data and the right to object to data processing, although rules do apply to those requests.

### **Confidentiality**

The Council members and staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When managing personal data, this must also remain confidential.

### **Adoption**

Version 2 of this Policy was adopted by the Council on 20 April 2022. See April 2022 minutes.

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Data Subject Consent Form

To comply with the Beckermets with Thornhill Parish Council's Data Protection Policy required under the General Data Protection Regulations which came into effect on 25 May 2018 we are required to secure your consent to store your personal information and to use the information for the purpose(s) defined below.

**Personal Details (To be completed by Data Subject)**

Name:.....

Date of Birth:.....

Address:.....

.....

Telephone Numbers: Home..... Mobile.....

E mail address:.....

How the Information about you will be used (To be completed by DPO)

.....  
.....  
.....

The Parish Council may need to contact you regarding the use of this information. Please indicate below how you would like us to contact you. Please tick appropriate boxes.

Home phone ..... Mobile phone ..... E mail ..... Post .....

Beckermets with Thornhill Parish Council hereby agrees to use the personal information above only for the purpose(s) defined and to always store the information securely. The Council will review the accuracy of the data with the Data Subject and will ensure that the rights of the Data Subject are exercised in accordance with the Data Protection Act (2018) at all times. These include the rights to erase information, prevent its use, the right to be informed of its use and the Data Subject's right to access the information.

**Data Subject's Name:**

**Signature:**

**Date:**

**Parish Council Name:**

**Signature:**

**Date:**