

Personal Data Management Policy and Audit Log April 2018

Adopted by the Council on 24 May 2018. Review Date May 2019

Data Management

The GDPR places a much greater emphasis on transparency, openness and fairness than previous legislation required. The Parish Council as Data Controller will ensure the Principles of Data Protection legislation will be followed in the management of personal data and that employees and councillors understand the requirements of the new legislation.

The Clerk (as Data Processor) will follow the underlying principles that personal data:

- (a) Must be processed lawfully, fairly and transparently.
- (b) Is only used for a *specific processing purpose* that the data subject has been made aware of and no other, without further consent.
- (c) Should be *adequate, relevant and limited* i.e. only the minimum amount of data should be kept for specific processing.
- (d) Must be *accurate* and where necessary *kept up to date*.
- (e) Should *not be stored for longer than is necessary*, and that storage is safe and secure.
- (f) Should be processed in a manner that ensures *appropriate security and protection*.

The Clerk will manage subject access requests allowing data subjects to exercise their rights under the GDPR:

The right to access personal data we hold on you

The right to correct and update the personal data we hold on you

The right to have your personal data erased

The right to object to processing of your personal data or to restrict it to certain purposes only

The right to data portability

The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

The right to lodge a complaint with the Information Commissioner's Office.

The Council, as Data Controller has adopted a Privacy Policy and Subject Access Request Policy. These, together with the Privacy Notice, are available to view on the Council website or via the Clerk.

The Clerk will

- Ensure that data is held securely, password controlled on a need to know basis and back-up systems are in place
- Maintain a processing log of data
- Ensure that data is held in accordance with Retention of Document Policy
- Ensure that Consent Forms are obtained where necessary, recorded and reviewed as necessary
- Undertake data protection impact assessments where required for new projects as directed by the Council as Data Controller.
- Ensure the notification of personal data breaches
- Report to Council on progress in compliance with GDPR to include any required monitoring identified

The current Audit Log of Data held which may be updated from time to time is appended.

Appendix

Data Audit

| SUBJECT | Nature/purpose of processing | Type of data/where is it from | Who is the data subject? | Lawful basis/bases for processing | Data Controls |
|------------------------------------|--|--|--|--|--|
| Planning Applications | Consultations and decisions published by the Planning Authority, and shared on Parish Council website. Published with agenda and minutes, and discussed in open forum. Parish council comments on application provided by Planning Authority | Name and contact information; Principal authority; residents/public | Planning applicant/resident; Other members of the public speaking in open public session at council meetings | Legitimate interest; Compliance with legal obligation; public interest | <ul style="list-style-type: none"> Information in agenda and minutes to include only what is necessary to identify and discuss the application or decision. Any correspondence between PC and applicant to be in accordance with data protection principles, and to be deleted within two years. |
| Electoral roll | Provided to Clerk at election time for election purposes only | Provided by Principal Authority contains names, address, marital status; principal authority | Parish residents | Compliance with legal obligation; public interest | Clerk to retain in a secure place, not to be shared; members of the public to be directed to Principal Authority for any electoral roll queries. |
| Parish Newsletter/Resident Surveys | Inform residents and gain views of residents | Resident Names and Contact details- from residents | Residents | Consent; Legitimate interest; Compliance legal obligation | Clerk to retain in a secure place and obtain consent form. Not to be used for other purpose unless consent is given. |
| Website | Information relating to the Parish is published on the website | Residents names and photographs | Members of public | Consent; public interest | Photographs of individuals are not be published on the website without the express permission of the individual and deleted in accordance with retention Policy. No copy of the photograph shall be retained by the PC |

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| Councillor details | Clerk retains contact details/gathered for election purposes/published in accordance with Transparency Code and Code of Conduct | Name, address, contact details, and disclosable pecuniary interests | Parish Councillors | Compliance with legal obligation | Details published on website in accordance with statutory requirements. Data held by Clerk, on the PC laptop, and deleted when a councillor retires from office. Requests for this data from third parties shall be referred to the website. |
| Correspondence from members of the public/residents/other parties relating to parish matters which may contain personal data. | May relate to Council Services, Council performance, request for service, reporting issues or making complaints | Name, address, contact details, with possible sensitive personal data, depending on the nature of the matter; provided by residents | Members of the Public/Residents | Legitimate interest; public interest | <ul style="list-style-type: none"> • Any email letter of other form of query received by the PC which contains personal data will be retained for a maximum of two years • Such data may be stored on the PC laptop, held by the Clerk in a secure place. • The agreed privacy notice shall be provided to any person who contacts the PC. • In accordance with the agreed privacy notice, such data shall not be shared with any third party without the express permission of the data subject. |
| Minutes containing Council Public Forum | Matters raised by members of the public at Council meetings; Minutes include a record of discussion as required by Local Government legislation | Names and possibly other information | Residents/members of the public | Compliance with legal obligation; public interest | <ul style="list-style-type: none"> • Clerks should try to avoid inclusion of personal data in agenda or minutes. Where personal data or potential identifiers cannot be avoided, these should be kept to a minimum. • Members of the public who attend the public forum or the annual meeting should be informed by the Chair that the issue may be included in public minutes, and should give their consent to this before the discussion (consent to be implied as Chair gives the members of the public the chance |

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| | | | | | to withdraw from the meeting if they wish). |
| Contact with public in response to requests made at PC meetings | Letter/email to residents asking them to perform actions (eg trim trees or hedges) | Names, addresses and possibly other personal data provided by Cllrs/residents | Residents/members of the public | Compliance with legal obligation; public interest | <ul style="list-style-type: none"> • Copy to be retained on PC laptop, held by Clerk in a secure place, for a maximum of two years. • Information shall not be shared with any third party without express permission of the data subject. |
| Council Contracts and Services | Correspondence with contractors/public to carrying out contracting work and services required by the Council; | Names, contact details, qualifications, financial details, details of certificates and diplomas, education and skills; provided in contract applications etc | Contractors/Trades persons surveyors, architects, builders, suppliers, advisers, payroll processors; | Contractual necessity | Copy to be retained on PC laptop, held by Clerk in a secure place, for life of contract |
| Employment Applications | Application forms and CVs for Job Vacancies | Applicants provide personal details which may be sensitive | Applicants | Contractual necessity | Clerk to keep paper applications secure and collect any copies from councillors provided for interview; Held for 6 months and then destroyed. |
| Employee and former employee records | Contracts of employment, CVs, provided on recruitment and held on file | Personal data provided by employees | Employees and Former employees | Contractual necessity | Held secure by the Clerk with restricted access and shredded 6 years after employment ends; may contain sensitive personal data |

Completed by:
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Date: 8 May 2018