

Nailstone Parish Council

Data Protection Policy

The General Data Protection Regulations 2016 (GDPR) regulate the use of personal information. This does not have to be sensitive personal information such as ethnicity or disability status, it can be as little as a name and address. The aim of this policy is to ensure that everyone handling personal information is fully aware of the requirements and acts in accordance with data protection procedures. The GDPR set out high standards for the handling of personal information and protecting individuals' rights to privacy. It also regulates how personal information can be collected, handled, stored and used. The GDPR apply to anyone holding personal information about people, electronically or on paper.

The Parish Council needs to retain certain information on its employees (the Clerk) as part of normal business. The PC will during its day-to-day business have access to individuals' personal information such as names, email addresses and telephone numbers and will need these to carry out its operations, to meet its objectives and to comply with legal obligations. The Parish Council is committed to ensuring any personal data will be dealt with in line with the GDPR.

In line with the stipulations of the GDPR, the Parish Council will ensure that personal data will:

- a) be obtained fairly and lawfully - personal information should only be collected if staff and Councillors have been open and honest about why they want and need the personal information;
- b) be obtained only for a specific and lawful purpose;
- c) be accurate and kept up to date;
- d) not be held longer than necessary;
- e) be subject to appropriate security measures;
- f) be adequate, relevant and not excessive;
- g) be held only for the purpose for which it was obtained and
- h) be processed in line with the rights of individuals.

Storage, usage and accessing of information.

Nailstone Parish Council recognises its responsibility to be open with people when taking personal details from them. This means that Councillors and staff must be honest about why they want a particular piece of personal information. For example, if a member of the public gives their phone number to staff or a member of the Parish Council, this will only be used for the purpose it has been given and will not be disclosed to anyone else without the person's permission.

As data handler and controller, the Parish Council will:

- a) ensure personal data is collected in a fair and lawful way;
- b) ensure that personal information is up to date and accurate – once it is not needed any more, is out of date or has served its use and falls outside the

minimum retention time of the Council's document retention policy, personal information will be destroyed or securely deleted;

- c) ensure that personal information is kept secure;
- d) ensure the rights people have in relation to their personal data can be exercised;
- e) ensure that anyone wanting to make enquiries about handling personal information knows what to do;
- f) not use personal information without the consent of the individual.

Any unauthorised disclosure of personal data to a third party by an employee or Councillor may result in a disciplinary procedure or the matter being referred to the Monitoring Officer. Any unauthorised disclosure made by a Contractor may result in the termination of contract.

Anyone whose personal information is processed by the Parish Council has the right to know:

- a) what information is held;
- b) why the information is being held;
- c) who has seen the information;
- d) how to gain access to this information;
- e) how to keep it up to date;
- f) what is being done to comply with the GDPR.

Anyone whose personal information is processed by the Parish Council also has the right to prevent processing of their personal data in some circumstances and the right to correct, rectify or erase information that is wrong. Individuals have a right under the GDPR to access certain personal data being kept about them. Anyone wishing to do so should contact the Parish Clerk.

The Parish Council will aim to comply with requests for access to personal information as soon as possible but will ensure it is provided within one calendar month of receiving the written request as required by the GDPR. This policy will be reviewed at intervals to ensure that it remains up to date and compliant with the law and will as a matter of course be reviewed annually.

If a Parish Councillor needs to access information to help carry out their duties and providing the request is reasonable and proportionate the Parish Clerk may provide names and addresses. Councillors will only be given as much information as necessary and it should only be used for that specific purpose. Data should never be used for political reasons.

Confidentiality.

Councillors and staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. Personal information must also remain confidential.

This policy was adopted by Nailstone Parish Council on 25th March 2026