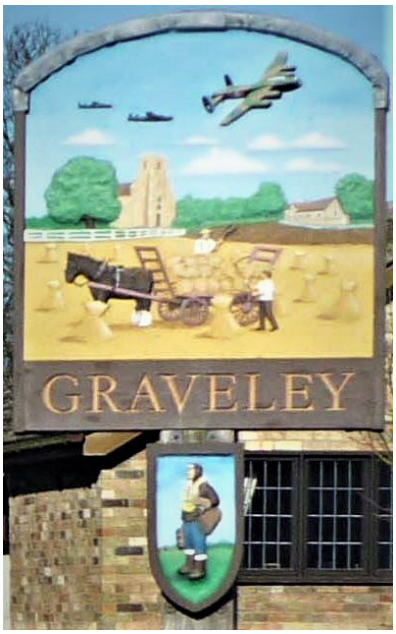



# *Data Protection Policy*

Document Configuration Management & Control

| Version | Description | Originated | Approved | Minute Ref. |
|---|---|---|---|---|
| Version 1 | Annual Review | 04/01/2023 | 07/05/2024 | 24/25-35.3 |
| Version 2 | Annual Review | 20/02/2026 | | |
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## The Data Protection Policy

Graveley Parish Council recognises its responsibility to comply with the General Data Protection Regulations (GDPR) 2018 which regulate 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 individual rights for privacy. It also regulates how personal information can be collected, handled and used. The GDPR applies to anyone holding personal information about people, electronically or on paper. Graveley Parish Council has also notified the Information Commissioner that it holds personal data about individuals.

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

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

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

- **Data are relevant to what they are needed for**

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

- **Data are accurate, kept up to date and not kept longer than needed**

Personal data should be accurate, if they are not they should be corrected. Data no longer needed will be shredded or securely disposed of.

- **Data are processed in accordance with the rights of individuals**

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

- **Data are kept securely**

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

## Storing and accessing data

Graveley Parish 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.

Graveley Parish Council may hold personal information about individuals such as their names, addresses, email addresses and telephone numbers. These will be securely kept at the Graveley Parish Council Office and are not available for public access. All data stored on the Graveley Parish Council Office computers are password protected. Once data are not needed any more, are out of date or have served their use and fall outside the minimum retention time of Council's document retention policy, they will be shredded or securely deleted from the computer.

Graveley Parish 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, by email or through social media). If a person requests to see any data that are being held about them, the SAR response must detail:

- How and to what purpose personal data are processed
- The period Graveley Parish Council tend to process them 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, Graveley Parish 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 they are incorrect
- to request erasure of the data
- to request restriction of processing of the data and
- to object to data processing,

although rules do apply to those requests.
Please see "Subject Access Request Procedure" for more details.

**Confidentiality**

Graveley Parish 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 handling personal data, this must also remain confidential.