

## CHELWOOD PARISH COUNCIL – DATA PROTECTION POLICY updated in respect of the Data Protection Act 2018

### Background and relevance

The Act comes into force 25<sup>th</sup> May 2018 and the Office of the Information Commissioner expects data controllers to be working toward compliance at that date.

This Act replaces the Data Protection Act 1998.

The Act applies to ‘personal data’ that is data relating to a living person who can be identified from that data.

‘Processing data’ means any operation performed on that personal data such as collection, recording, use.

The Parish Council does have data that relates to living individuals and does process data.

### Information Audit

The type of information the Council holds tends to be limited to name, address, telephone number and email address.

More detailed information is held for employees.

In the normal course of business the Parish Council will receive personal data in connection with the following council activities:

Administration of employment matters

Correspondence sent to the Council

Volunteer lists for specific activities

The Council is sent a copy of the electoral roll with updates through the year. The Data Protection issues associated with the electoral roll are the responsibility of Mendip District Council. The Council does not permit any third party to view the document.

Services relating to children – the Council does not have any services directly relating to children. It is aware that should that circumstance change, the relevant Data Protection issues will need to be taken into consideration.

### Sensitive data

The Act requires ‘sensitive data’ to be treated differently. Categories of sensitive data includes racial or ethnic origins, political opinions, religious beliefs, health issues.

The Parish Council does not collect such data.

### Storage of data

All council paper documents are stored in locked cabinets in the clerks office.

All computer records are stored on a password protected computer with anti-virus software. The Parish Council does not utilise cloud storage.

The clerk will compile a record of all data held by the Parish Council and will log additional data when received and used by the Parish Council.

### How the data is used

Data is only used for the purpose it has been supplied.

Data is not passed onto a third party without the express consent of the data subject. The Council does not routinely share or sell data, and never has done.

### Subject access requests

A request for a copy of information held can be made.

There is a prescribed process and the response time will reduce to one month under the new Act.

### Data Protection Officer

Currently there is no requirement for the Parish Council to have a DPO.

### Action Required

The Council's privacy notices have been posted and should be reviewed to ensure compliance at regular intervals or when new information on data protection becomes available.

The clerk will compile a checklist of all matters relating to data protection and this will be updated as required.

### Further information

More detailed information is available at [www.ico.org.uk](http://www.ico.org.uk)

It is likely that guidance will be issued by the ICO and NALC in the period up to May 2018.

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