

Data Protection Policy and Notice for Cavenham Parish Meeting

Purpose

The purpose of this policy is to reflect the requirements of the Data Protection Bill: which empowers individuals to take control of their personal data and supports organisations with their lawful processing of personal data.

The Data Protection Bill has received Royal Assent and its main provisions commenced from 25 May 2018. Further information can be obtained from the Information Commissioner's Office: <https://ico.org.uk>

Scope and Legal Basis

This policy applies to all personal data held by the elected officers of Cavenham Parish Meeting for the purposes of carrying out their duties of communication with members of the parish.

What Data is Held

The following personal information may be held by the Parish Secretary:

Name

Postal address

Telephone number

Email address

Source of Data

Data is received by the secretary to the parish meeting from:

Information held on the electoral register

information supplied directly from members of the parish

Sharing of Data

Data may be shared amongst elected officials of the parish meeting, for the purposes of communicating parish relevant matters: Namely:

Chairman

Secretary

Planning Officer

Responsible Financial Officer

The officers shall fully respect their legal obligations for protection of personal data.

Information Assets

The Cavenham Parish secretary will hold the following information in electronic form:

Name

Postal address

Telephone number

Email address

Information Security

Electronic Copy shall be retained in encrypted form, password protected, and accessed only through personal computer, never from a public terminal.

Information Processing

Communication from officers of the parish will not disclose the private information relating to any other than direct recipient of correspondence.

Personal information shall not be disclosed to any third party.

Personal information will be deleted from record whenever:

A direct request for removal of the record is received

Whenever an individual ceases to appear as a member of the parish electorate

Parishioners rights

Any member of Cavenham Parish may request a copy of the personal data which is held on record by the parish about themselves; by application to the parish Secretary.

Any member of Cavenham Parish may request that the parish secretary delete any or all of the personal data which is held on record by the parish about themselves.

In the unlikely event of a data breach, the Parish secretary shall advise the individual concerned and the ICO. The Parish Secretary and Chair will take all steps possible to minimise any consequential propagation of the breached information.

Audit and review of the policy

This policy shall be reviewed at least annually by a recorded meeting between Chairman and secretary of the parish meeting. This review shall audit the following:

Has there been any changes to legal requirements for data protection which might affect Cavenham Parish Meeting?

Are there any changes to the nature of personal data which the Parish desires to retain in order to carry out its function?

Are there any changes to the sources of data which the parish may receive?

Are there any changes to the nature of information assets held by officers of the Parish?

Are the security provisions appropriate and sufficient?

Has information been deleted as and where required by the policy?

Are there any necessary changes to processing of personal information?

The record of this meeting shall be submitted to the Cavenham Parish APM for approval.

Policy Issued and approved by:

Ralph Brownie- Chair

Date: 27/5/18