



**Bursledon Parish Council
GDPR Policy
(Adopted by Full Council on 27 March 2024)**

Policy next review March 2026

Approvals

The signatures below certify that this procedure has been reviewed and accepted and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Version	Name	Signature	Position	Date
Prepared by	1	S Hannen		Deputy Parish Clerk	Nov 23
Reviewed by	1	R Potter		Parish Clerk	Nov 23
Approved by	1				

Amendment Record

This procedure is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Page No	Context	Revision	Date
4	Use of personal devises	Addition	Nov 23
6	Data Sharing	Addition	Nov 23
6	Information requests	Sent digitally where possible	Nov 23

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BURSLEDON PARISH COUNCIL GDPR POLICY

1. POLICY STATEMENT

- 1.1 Bursledon Parish Council recognises its responsibility to comply with the Data Protection Act 2018. The act regulates the use of personal data. This does not have to be sensitive data; it can be as little as a name and address.
- 1.2 This policy supports the Duty of the Councils proper officer to keep Councils documents (Local Government Act 1972, s 225).
- 1.3 This policy is supported by the Councils Retention and Disposal of Documents Policy.
- 1.4 Bursledon Parish Council has a separate CCTV policy.
- 1.5 The use of private emails, phones, laptops or tablets for council business is discouraged. If private devices are used for council business the Council is responsible for the confidentiality, integrity and availability of that data.

2. THE DATA PROTECTION ACT

- 2.1 The Data Protection Act 1998 sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how personal information can be collected, handled and used. The Data Protection Act applies to anyone holding personal information about people, electronically or on paper. BPC has also notified the Information Commissioner that it potentially holds personal data about individuals.
- 2.2 When dealing with personal data, BPC staff and any Council members must ensure that.
- 2.3 Data is processed fairly and lawfully
This means that personal information should only be collected from individuals if staff and Councillors have been open and honest about why they want the personal information.
 - Data is processed for specified purposes only.
 - Data is relevant to what it is needed for.
 - Data will be monitored so that too much or too little is not kept; only data that is needed should be held.

- Data is accurate and kept up to date
- Personal data should be accurate, if it is not it should be corrected.
- Data is not kept longer than it is needed
- Data no longer needed will be shredded or securely disposed of.
- Data is processed in accordance with the rights of individuals
- Individuals must be informed, upon request, of all the personal information held about them.
- Data is kept securely
- Only staff can access the data. It cannot be accessed by members of the public.

3. STORING AND ACCESSING DATA

- 3.1 The BPC 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.
- 3.2 The BPC may hold personal information about individuals such as their addresses and telephone numbers. These will be securely kept at the BPC Parish Office and are not available for public access. All data stored on the BPC Office computers is password protected. Once data is not needed any more, is out of date or has served its use and falls outside the minimum retention time of our document retention policy, it will be shredded or securely deleted from the computer, as is applicable.
- 3.3 The BPC is aware that people have the right to access any personal information that is held about them. If a person requests to see any data that is being held about them
 - They must be sent all of the personal information that is being held about them
 - There must be an explanation for why it has been stored
 - There must be a list of who has seen it
 - It must be sent within 40 days
- 3.4 Information will be sent electronically where possible. If photocopying and postage is required, the person requesting the personal information will be charged a fee.

4. DATA SHARING AND CONFIDENTIALITY

- 4.1 BPC Council members and staff must be aware that when responding to complaints or queries, information about an individual must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.
- 4.2 If information is shared be clear about its purpose and record the fact it has been shared.
- 4.3 Before sharing information always check it is necessary or if the same purpose can be achieved without sharing.
- 4.4 Only share the minimum amount of information necessary for a purpose
- 4.5 For purposes of transparency individuals have a right to know why the Council collects any personal data, how long it will be held and who it will be shared with.
- 4.6 Processes should be in place to demonstrate accountability for personal data.

5. NOMINATED OFFICER

- 5.1 Bursledon Parish Councils named Data Protection Officer is Roland Potter (Parish Clerk)