

BROMPTON REGIS PARISH COUNCIL

Policies on Data Protection, Information Security and Records Management

Approved: 2017

Updated: June 2018

DATA PROTECTION

Brompton Regis Parish Council aims to ensure that as far as is reasonable practicable:

- Everyone sharing information with the Parish Council is confident that information storage and data protection conform with current legislation
- Wherever information is held and however it is stored the requirements of current legislation are met
- Individuals' rights to privacy and the collection and handling of personal information meets the standards defined in current legislation

The Parish Council adheres to the principles of data protection as detailed in the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) which came into force in 2018 and will therefore ensure that personal data are:

- processed fairly and lawfully
- obtained only for lawful and specific purpose(s)
- adequate, relevant and not excessive in relation to the purpose for which it was collected
- accurate and where necessary kept up to date
- kept for no longer than is necessary for the purpose for which it was collected
- processed in accordance with the rights of the data subjects
- kept securely.

In the context of the General Data Protection Regulation which came into force on 25th May 2018 the BRPC access to, and use of, personal data is limited to:

- contact information about parish councillors, which is in the public domain
- contact information about correspondents with the BRPC
- contact and employment records for the Council's employees
- contact information for contractors (past and present).

We therefore use the basis of 'legitimate interests' to process that information because this is what the people concerned would reasonably expect and which has a minimal privacy impact.

As a public authority the Parish Council is required to appoint a Data Protection Officer (DPO) whose minimum tasks are to:

- inform and advise BRPC and its employee about obligations to comply with the GDPR and other data protection laws
- monitor compliance with the GDPR and other data protection laws, including managing internal data protection activities, awareness raising and training of staff and conducting internal audits
- advise on and monitor data protection impact assessments
- act as the contact point for, and to cooperate with the ICO, and to consult on any data protection matter
- be the contact point for individuals whose data is processed.

The Clerk is the appointed DPO.

INFORMATION SECURITY

When using or storing personal data the Parish Council will ensure that:

- it meets the requirements of current legislation regarding safe storage, access and use
- personal data are accurate and up to date and any errors are corrected effectively and promptly
- personal data are deleted/destroyed when no longer needed
- personal data are kept secure and protected from unauthorised disclosure or access
- current legislation regarding data protection is considered when data are used.

The BRPC will meet the requirements of current legislation regarding the rights of people about whom the Parish Council holds data.

RECORDS MANAGEMENT

Efficient management of records and security of information is necessary to comply with the Parish Council's legal and regulatory obligations and to contribute to the Council's effectiveness, including: the Freedom of Information Act 2000, the Data Protection 1998 and the GDPR 2018.

This document sets out how we manage the information and records we hold and ensure that information is secure.

The Parish Clerk has overall responsibility for the safe and effective management and storage of the Parish Council's records and information.

Parish Councillors who hold records or information must also implement the policy.

Retention timeframe

Audit returns and reports: 5 years

Copies of planning applications: retained until the development has been completed.

Copies of planning or other appeals: retained until the decision has been implemented.

Copies of local statutory planning and other documents: retained while current.

Correspondence: 6 years, followed by Clerk's discretion

Employer's liability: 50 years

Financial records and documents, including bank statements and tenders: 7 years.

Insurance policies: 6 years

Minutes: indefinite

Public liability: 21 years

Title deeds, leases, contracts: indefinite

Wages records: 12 years.