

MIDDLETON ST. GEORGE PARISH COUNCIL

GENERAL DATA PROTECTION REGULATIONS (GDPR) POLICY JULY 2018

1. Data Protection

An essential activity within the Parish Council is the requirement to gather and process information about the staff and people who use our services. This will be done in accordance with the General Data Protection Regulations (GDPR), the Data Protection Act 1998 (The Act) and other related government legislation.

2. GDPR

The General Data Protection Regulation (GDPR) is an EU regulation that establishes a new framework for handling and protecting the personal data of EU citizens. (This will still apply after Brexit)

It introduces new obligations and liabilities for all organisations - including parish councils, that handle personal data and new rights for individuals in respect of their personal data. All organisations must comply with the new rules by 25 May 2018.

For Middleton St. George Parish Council itself, as a corporate body, it is the formal Data Controller and as such must meet its obligations.

3. Information held by Middleton St. George Parish Council

A data audit of all personal data is being carried out.

This includes:-

What is held
Where it came from
Who it is shared with
The legal basis for holding it
Whether consent is necessary
How it is protected

In addition, Middleton St. George Parish Council is aware of the ICO's code of practice and the risk to information privacy.

In particular Middleton St. George Parish Council looks to minimise this risk by looking to ensure personal information is

- Accurate and up to date
- Relevant
- Not kept too long
- Not disclosed to those who the person it relates to does not wish to have
- Not used in ways that are unacceptable to or unexpectedly by the person it is about
- Kept securely

4. Individual Rights

Middleton St. George Parish Council is reviewing and amending all of its policies and procedures in order that they cover all the rights which individuals have.

Information and Data Protection Policy 2018

Social Media Policy

Removable Media Policy

Document Retention and Disposal Policy

5. Communicating Privacy Information

Middleton St. George Parish Council is reviewing all its Privacy Notices and Privacy Impact Information including:-

Privacy Impact Assessment Information

Privacy Notice

These documents are being drawn up and will be placed on the website as soon as they have been approved by the Parish Council.

6. Subject Access Requests / Consents / Data Breaches

Middleton St. George Parish Council has updated its procedures in respect of handling requests and providing information.

Subject Access Form

Data Breach Form

Consent Form

These forms are being drawn up and will be placed on the website as soon as they have been approved by the Parish Council.

7. Children

Middleton St. George Parish Council does not hold any information / data on any child.

8. Data Protection Officer

Middleton St. George Parish Council is aware that the need to appoint a Data Protection Officer and to register with the Information Commissioner's Office.

The Data Protection Officer will be the Clerk and the Parish Council will register with the Information Commissioner's Office.