The Data Protection Policy

Nettleham Parish Council is committed to protecting personal data and complying with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

UK General Data Protection Regulation (GDPR)

The UK GDPR 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 UK GDPR applies to anyone holding personal information about people, electronically or on paper. Nettleham Parish Council has also notified the Information Commissioner that it holds personal data about individuals.

When dealing with personal data, Nettleham Parish Council staff and members must ensure that:

- **Data is processed fairly, lawfully and in a transparent manner**
  This means that personal information should only be collected from individuals if staff have been open and honest about why they want the personal information.
- **Data is processed for specified purposes only**
  This means that data is collected for specific, explicit and legitimate 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 and is not kept longer than it is needed**
  Personal data should be accurate, if it is not it should be corrected. 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**
  There should be protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.
- **Accountability**
  The Council is responsible for demonstrating compliance with data protection legislation through appropriate policies, procedures, training and record keeping.

Lawful Bases for Processing

Personal data processed by the Parish Council Is processed lawfully where necessary for legal obligations, public tasks, contractual purposes and consent where appropriate.

Storing and accessing data

Nettleham Parish Council 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.

Nettleham Parish Council may hold personal information about individuals such as their names, addresses, email addresses and telephone numbers. These will be securely kept at the Nettleham Parish Council Office and are not available for public access.

Personal information is protected through appropriate technical and organisational measures including password protection, multi-factor authentication where available, secure backups, access controls, antivirus protection and secure disposal procedures.

Personal data will only be retained for as long as necessary and in accordance with the Council's Document Retention Policy. Once it is no longer required it will be securely destroyed or permanently deleted.

Nettleham Parish Council is aware that people have the right to access any personal information that is held about them. Subject Access Requests (SARs) must be submitted in writing (this can be done in hard copy, email or social media). If a person requests to see any data that is being held about them, the SAR response must detail:

- How and to what purpose personal data is processed;
- The period Nettleham Parish Council tend to process it for;
- Anyone who has access to the personal data.

An individual submitting a Subject Access Request (SAR) may be asked to provide proof of identity before the request is processed. The response must be sent within one calendar month or three calendar months whereby it is a complex request. Any requests should be free of charge.

If a SAR includes personal data of other individuals, Nettleham Parish Council must not disclose the personal information of the other individual. That individual's personal information may either be redacted, or the individual may be contacted to give permission for their information to be shared with the Subject.

Individuals have the right to have their data rectified if it is incorrect, the right to request erasure of the data, the right to request restriction of processing of the data and the right to object to data processing, although rules do apply to those requests. Please see "Subject Access Request Procedure" for more details.

Individuals also have the right to complain to the Information Commissioner's Office if they believe their personal information has not been handled in accordance with data protection legislation.

Any suspected personal data breach must be reported immediately and managed in accordance with the Council's Data Breach Policy.

Confidentiality

Nettleham Parish Council members and staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential. This will include confidential discussions, employment matters, complaints and commercially sensitive information. Staff and Councillors should also be mindful when working remotely from home of the confidentially requirements.