

Personal Data Management and Audit Policy April 2018

Adopted by the Council on1 May 2018..... Review Date

Data Management

The GDPR places a much greater emphasis on transparency, openness and fairness than previous legislation required. The Parish Council as Data Controller will ensure the Principles of Data Protection legislation will be followed in the management of personal data and that employees and councillors understand the requirements of the new legislation.

The Clerk (as Data Processor) will follow the underlying principles that personal data:

- (a) Must be processed lawfully, fairly and transparently.
- (b) Is only used for a *specific processing purpose* that the data subject has been made aware of and no other, without further consent.
- (c) Should be *adequate, relevant and limited* i.e. only the minimum amount of data should be kept for specific processing.
- (d) Must be *accurate* and where necessary *kept up to date*.
- (e) Should *not be stored for longer than is necessary*, and that storage is safe and secure.
- (f) Should be processed in a manner that ensures *appropriate security and protection*.

The Clerk will manage subject access requests allowing data subjects to exercise their rights under the GDPR:

The right to access personal data we hold on you

The right to correct and update the personal data we hold on you

The right to have your personal data erased

The right to object to processing of your personal data or to restrict it to certain purposes only

The right to data portability

The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

The right to lodge a complaint with the Information Commissioner’s Office.

The Council, as Data Controller has adopted a Privacy Policy and Subject Access Request Policy. These, together with the Privacy Notice, are available to view on the Council website or via the Clerk.

The Clerk, as Data Compliance Officer will

- Ensure that data is held securely, password controlled on a need to know basis and back-up systems are in place
- Maintain a processing log of data
- Ensure that data is held no longer than is necessary and follows guidelines for its deletion
- Ensure that Consent Forms are obtained where necessary, recorded and reviewed as necessary
- Undertake data protection impact assessments where required for new projects as directed by the Council as Data Controller and advice of the DPO.
- Ensure the notification of personal data breaches in consultation with the DPO and the Council’s Security Incident Response Policy
- In consultation with the DPO, report to Council on progress in compliance with GDPR to include any required monitoring identified

Data Register Audit

DATA SUBJECT – Processing activity	Nature/purpose of processing	Type of data/where is it from	Lawful basis/bases for processing	Risks to personal data	Data Controls
Planning Consultations and decisions published by SC - Planning applicant/resident. Parish Council comments. Other members of the	Emails; Notice boards; Website; Google drive cloud storage.	Name and contact information; Principal authority; residents/public	Compliance with legal obligation/public task	Low – data is already in the public domain	<ul style="list-style-type: none"> • Clerk to check all information before sharing with parish councillors, and ensure sensitive personal data is redacted wherever possible before sharing or publishing. • Information in agenda and minutes to include only what is necessary to

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public speaking in open public session at council meetings.					<p>identify and discuss the application or decision.</p> <ul style="list-style-type: none"> Any correspondence between PC and applicant to be in accordance with data protection principles, and to be deleted within two years.
Parish residents Electoral roll; provided by SC – Parish residents	Provided to Clerk at election time and amended as necessary.	Provided by Principal Authority contains names, address, marital status; principal authority	Compliance with legal obligation	Low- data already in public domain	Clerk to retain in a secure place, not to be shared; members of the public to be directed to Principal Authority for any electoral roll queries.
Residents Parish Newsletter/Resident Surveys	Inform residents and gain views of residents	Resident Names and Contact details- from residents	Consent	Low – risk of data loss or accidental sharing	Clerk to retain in a secure place and obtain consent form. Not to be used for other purpose unless consent is given.
Members of the public Website	Information relating to the Parish is published on the website	Residents names and photographs	Consent; compliance with legal obligation		Photographs of individuals are not be published on the website without the express permission of the individual and deleted after a maximum of two years. No copy of the photograph shall be retained by the PC
Parish Councillors Councillor details	Clerk retains contact details/gathered for election purposes/published in accordance with Transparency Code and Code of Conduct	Name, address, contact details, and disclosable pecuniary interests	Compliance with legal obligation		Details published on website in accordance with statutory requirements. Data held by Clerk, on the PC laptop, and deleted when a councillor retires from office. Requests for this data from third parties shall be referred to the website.
Correspondence from members of the public/residents/other	May relates to Council Services, Council performance, request for	Name, address, contact details, with possible	Public interest; compliance with legal obligation	Low – risk of data loss or	<ul style="list-style-type: none"> Any email letter of other form of query received by the PC which contains

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parties relating to parish matters which may contain personal data.	service, reporting issues or making complaints	sensitive personal data, depending on the nature of the matter; provided by residents		accidental sharing.	<p>personal data will be retained for a maximum of two years</p> <ul style="list-style-type: none"> • Such data may be stored on the PC laptop, held by the Clerk in a secure place. • The agreed privacy notice shall be provided to any person who contacts the PC. • In accordance with the agreed privacy notice, such data shall not be shared with any third party without the express permission of the data subject.
Residents/members of the public Minutes containing Council Public Forum	Matters raised by members of the public at Council meetings; Minutes include a record of discussion as required by Local Government legislation	Names and possibly other information	Compliance with legal obligation; public interest	Low; individual not to be named within minutes without express permission being given	<ul style="list-style-type: none"> • Clerks should try to avoid inclusion of personal data in agenda or minutes. Where personal data or potential identifiers cannot be avoided, these should be kept to a minimum. • Members of the public who attend the public forum or the annual meeting should be informed by the Chair that the issue may be included in public minutes, and should give their consent to this before the discussion (consent to be implied as Chair gives the members of the public the chance to withdraw from the meeting if they wish).
Residents/members of the public Contact with public in response to requests made at PC meetings	Letter/email to residents asking them to perform actions (eg trim trees or hedges)	Names, addresses and possibly other personal data provided by Cllrs/residents	Compliance with legal obligation; public interest	Low; individual not to be named within minutes without express	<ul style="list-style-type: none"> • Copy to be retained on PC laptop, held by Clerk in a secure place, for a maximum of two years. • Information shall not be shared with any third party without express permission of the data subject.

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				permission being given	
Contractors/Trade persons surveyors, architects, builders, suppliers, advisers. Council Contracts and Services	Correspondence with contractors/public to carrying out contracting work and services required by the Council;	Names, contact details, qualifications, financial details, details of certificates and diplomas, education and skills; provided in contract applications etc	Contractual necessity	Low; individual not to be named within Council minutes	Copy to be retained on PC laptop, held by Clerk in a secure place, for life of contract
Employment Applications	Application forms and CVs for Job Vacancies	Applicants provide personal details which may be sensitive	Contractual Necessity		Clerk to keep paper applications secure and collect any copies from councillors provided for interview; Held for 6 months and then destroyed.
Volunteers Consider any other Subject where personal data may be held: <ul style="list-style-type: none"> Volunteer Speed Watch Scheme 	Personal data which comes under the control of the PC which does not fit into any of the categories above	Names, addresses and possible other personal data.	Consent	Low; individuals not to be named within Council minutes without express permission	<ul style="list-style-type: none"> Clerk to process the data in accordance with the data protection principles, always ensuring that personal data is stored securely and not shared with any third party without the express permission of the data subject. Clerk may need to bring report to Council to determine the way in which the data should be controlled, taking advice from the DPO and if necessary provide a Personal Data Impact Assessment

Processing Systems

The data set out in the above register is processed using the following systems:

	Risk	Actions Required
Email – Btinternet & icloud	Possible sharing of emails by error – Non secure	None – the email systems are suitable given the risks, controls and actions identified in the data register above.
Google mail cloud storage/ icloud storage	Potential unauthorised access to documents containing personal date	This is sufficiently secure given the risks identified in the data register above.
Manual Filing System		Clerk to ensure manual filing system is kept secure and that documentation retention periods are applied
Website	Photographs of community events which may include personal data	Process to be developed to ensure consent is applied
Mail Chimp Newsletter	Photographs of community events which may include personal data	Process to be developed to ensure consent is applied
HMRC RTI	Loss of personal data	System is password controlled by the Clerk & Backed up by the Clerk

Completed by: ...S D Hackett..... Date:30/4/2018.....

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