

Docking Parish Council Data Privacy & Processing Policy

Introduction

This Privacy Policy outlines how Docking Parish Council collects, uses, stores, and protects personal data in compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. The council is committed to transparency, accountability, and safeguarding individuals' privacy.

Scope

This policy applies to all personal data processed by Docking Parish Council, including data relating to:

- Employees
- Volunteers
- Councillors
- Suppliers
- Tenants
- Customers
- Members of the public.

Roles, Responsibilities and Risk

The General Data Protection Regulations and the Data Protection Act 2018 require that everyone within Council must understand the implications of data protection and that roles and duties must be assigned:

- Council is the data controller
- The Clerk is the data processor and is responsible for
 - undertaking an information audit
 - managing the information collected by Council,
 - the issuing of privacy statements
 - dealing with requests and complaints raised
 - the safe disposal of information
 - ensuring registration with the ICO

A breach of the regulations could result in Council facing a fine from the Information Commissioner's Office (ICO) for the breach itself and also to compensate the individual(s) who could be adversely affected.

Data Protection Principles

We adhere to the following principles when processing personal data:

- Process data lawfully, fairly, and transparently.
- Collect data for specific, explicit, and legitimate purposes.
- Ensure data is adequate, relevant, and limited to what is necessary.
- Maintain accurate and up-to-date records.

- Retain data only for as long as necessary.
- Implement appropriate security measures to protect data.

Types of Data We Collect

We may collect and process the following types of personal data:

- Contact details: name, address, email, phone number.
- Employment details: job applications, payroll information.
- Sensitive data: health, racial/ethnic origin, and religious beliefs (with consent prior to collection).
- Information related to council services: correspondence, requests, and feedback.

Legal Basis for Processing Data

We rely on the following legal bases for processing personal data:

- Consent from the individual.
- Necessity for contract performance.
- Compliance with legal obligations.
- Tasks carried out in the public interest.

Data Sharing and Retention

Personal data may be shared with trusted third parties such as auditors, IT providers, and legal advisors. We ensure appropriate safeguards are in place. Data will be retained only as long as necessary, based on legal or operational requirements.

Individual's Rights

Under GDPR, individuals have the following rights:

- the right to be informed
- the right of access
- the right to rectification
- the right to erasure
- the right to restrict processing
- right to data portability
- the right to object
- the right not to be subject to automated decision-making incl. profiling.
- the right to complain to the Information Commissioner's Office which enforces data protection laws: casework@ico.org.uk Tel: 0303 123 1113

If a request is received to delete information, then the Clerk must respond to this request within a month. The Clerk has the delegated authority from Council to delete information.

If a request is considered to be manifestly unfounded then the request could be refused or a charge may apply. This will be in line with the charges for copies of Audit reports.

Adopted 09/12/2024

Reviewed: annually Last review May 2026 (no change)

Children's Data

We process children's data only with parental or guardian consent. The age of consent is 13 years. All communications and consent forms for children are written in language appropriate for their age.

Data Security

We take technical and organizational measures to protect personal data from unauthorized access, loss, or misuse. Measures include secure storage, password protection, and regular audits.

Contact Information

For any questions about this policy or to exercise your rights, please contact:

Parish Clerk: clerk@dockingparishcouncil.gov.uk

Adopted December 2024

To be reviewed annually