

St Michael Parish Council

General Data Protection Regulation (GDPR) Policy

Incorporating a General Privacy Notice (overleaf)

What is the GDPR?

The General Data Protection Regulation (GDPR) is a Europe-wide law that replaced the Data Protection Act 1998 in the UK. It includes the Data Protection Act 2018 (DPA 2018). The GDPR sets out requirements for how organisations like Parish Councils need to handle personal data. The Regulations came into force on 25th May 2018.

Under the GDPR, the Parish Council is both a Data Controller and a Data Processor. As a Data Controller, we must provide Privacy Notices explaining to individuals how their data will be used and what rights they have. Our General Privacy Notice is set out below.

Data Protection Officer

Section 7(3) of the DPA 2018 says that Parish Councils are not public authorities for the purposes of the GDPR. As we are not a public authority for the purposes of the GDPR then we do not need to appoint a Data Protection Officer (DPO). We are still subject to data protection legislation however and we must ensure that we have sufficient staff and resources to discharge our obligations under the GDPR.

Information Commissioner's Office (ICO)

The Parish Council is registered as a Data Controller with the ICO. Our reference number is **Z1461808**. Our [details can be seen on the public register here](#).

Security under the GDPR

The GDPR requires personal data to be processed in a manner that ensures its security. This includes protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

The Parish Council will undertake an assessment of personal data held, detailing any data held, how and why it is collected and how the data is protected. To complement this log of personal data, we will also complete a GDPR risk assessment to identify how any risk to the security of personal data is managed. Both of these documents will be reviewed in the schedule of policy documents maintained by the Parish Council.

Complaints

If you have a complaint regarding the Parish Council's handling of GDPR, or about the way your personal data has been processed you may make a complaint to our Data Protection Officer, contact as below.

Contact

St Michael Parish Council does not own or occupy any office premises. Please email **parish.clerk@stmichaelpc.org.uk** or telephone **07542 568476** in the first instance, requesting a postal address if required.

St Michael Parish Council

General Privacy Notice

When you contact St Michael Parish Council:

The information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, advise, provide information, send invoices and receipts relating to service provision.

Your personal information will not be shared with any third party without your prior consent.

Information Security

The Parish Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted or shredded.

St Michael Parish Council's Right to Process Information is in accordance with GDPR Article 6 (1) (a) (b) and (c):

- Processing is with consent of the data subject,
or
- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract,
or
- Processing is necessary for compliance with a legal obligation.

Your Rights:

- **To access Information** You have the right to request access to the information we have on you. You can do this by contacting us (see above). You will be required to provide proof of identity.
- **For Information Correction** If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate.
- **For Information Deletion** If you wish **St Michael Parish Council** to delete the information about you, please contact us.
- **To object** If you believe that your data is not being processed for the purpose it has been collected for, you may object, please contact us.
- **Related to Automated Decision Making and Profiling** - **St Michael Parish Council** does not use automated decision making or profiling of personal data.

To Sum Up

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. **We regularly review our Privacy Policies to keep them up to date in protecting your data.**

To contact us

Whether in connection with **your rights**, or to make a **complaint**, please see our details on page 1 above.

St Michael Parish Council, September 2021

Reviewed September 2023, minor amendment as highlighted