

Ivychurch Parish Council : General Data Protection Regulation Statement May 2018

1. Personal Data and Usage by Ivychurch Parish Council ('IPC')

You must make and keep a record of the personal data you hold and why you have it along with other requirements. Remember that "personal data" means any information by which a person can be directly or indirectly identified.

1.1 Types of Personal data held

Type of Data	Storage Type	Held by	Personal data stored	Where obtained from	Usage	Shared with other organisations	Special Category Data (eg health, race)
Electors	Excel spreadsheet of full electoral register	Parish Clerk	Name, address	Folkestone & Hythe District Council	To fulfil obligations to electors and to confirm that enquiries are from Parish residents.	No	None stored
Hirers & users of the village hall	Email messages	Hall Bookings Volunteer	Contact details, including name, address, phone number & email	Enquires from hall users	To fulfil obligations to hall hirers & users. To keep enquirers updated with hall maintenance.	No	None stored
Councillors	Email	Parish Clerk and Councilors	Contact details, including name, address, phone number & email. Disclosable Pecuniary Interests	Councillors	To contact Parish Councillors and fulfil IPC obligations.	Yes : Disclosable Pecuniary Interests shared with Folkestone & Hythe District Council	None stored
Members of the public	Word document	Parish clerk	Contact details, including name & email	Enquiries from the public.	To inform members of the public of items of interest.	No	None stored
Creditors / Debtors	Email Invoice Letter	Parish treasurer	Contact details, including name, address, phone number & email. Bank details if payment requested by BACS	Suppliers Creditors (Donations)	To pay bills and issue refunds.	IPC bank when a payment is set up.	None stored
Staff	Not currently applicable.	-	-	-	-	-	-

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2. Reasons for Personal Data Storage

As a public authority, IPC has a lawful basis for storing and processing personal data as stated in Article 6(1)(e) of the GDPR.

3. Subject Access Requests.

Publish a statement in case people ask about their rights - people have the following 7 rights over the personal data you hold about them:-

1. Right to be informed.
2. Right of access to their data
3. Right to rectification
4. Right to erasure
5. Right to restriction of processing
6. Right to data portability
7. Right to object

4. Privacy Notice

Clearly tell people why you need their data, how you will use it and seek their consent.

5.1 Ensure this information is provided when emailing people. Disclaimer to be used on all emails from Parish Councillors, the Parish Clerk and Treasurer:

Under the new General Data Protection Regulation (GDPR) you are required to consent to your data (name and email address) being stored and used to provide you with updates on local activities we think will be of interest to you, or to reply to your communications which you send to us either via the parish council website or directly by email.

You have the right to withdraw your consent at any time. You can do this by emailing parishclerk@ivychurch.org.uk at any time, or by replying to a mailshot, or by contacting us via the Parish Council website : http://www.ivychurchpc.kentparishes.gov.uk/contact_us/

5.2 Ensure website carries a suitable information message on the Contact Us page:

Under the new General Data Protection Regulation (GDPR) you are required to consent to your data (name and email address) being stored and used to provide you with updates on local activities we think will be of interest to you, or to reply to your communications which you send to us either via this parish council website.

You have the right to withdraw your consent at any time. You can do this by emailing parishclerk@ivychurch.org.uk at any time, or by replying to a mailshot, or by contacting us using this form.

5. Security

Remember the rules cover paper records as well as digital data.

5.1 All data to be backed up regularly.

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- 5.2 When group emailing ensure that Blind Copy (BCC) is used, to prevent the disclosure of email addresses.
- 5.3 All documents and databases containing personal information to be password protected.
- 5.4 All PCs and laptops used to store or access personal data must be password protected.
- 5.5 Physical paperwork containing personal information to be stored safely when not in use.
- 5.6 Anti-virus software to be used and kept up-to-date at all times on all PCs storing personal data.

6. Process for any breach of data protection rules

Make sure you know what to do if the data protection rules are broken. An example of a breach could be the loss or theft of a PC containing personal data, or sending personal data to the incorrect recipient. The process to follow to deal with any breach is:

- 6.1 Ensure all other Councillors and the Parish Clerk and the Treasurer are informed.
- 6.2 Keep a record of the breach and actions taken.
- 6.3 Inform the ICO within 72 hours if a breach occurs.
- 6.4 Inform the police if a crime is believed to have been committed.
- 6.5 Notify the individuals concerned.
- 6.6 Determine what steps should be taken to rectify the data breach.
- 6.7 Determine what mitigating steps should be taken to prevent future breaches.
- 6.8 If you are unsure whether you have had a breach, call the ICO on their dedicated personal data breach helpline: 0303 123 1113.

7. IPC Data Controller

Not required for Ivychurch Parish Council.