SHORWELL PARISH COUNCIL

DATA PROTECTION PRINCIPLES.

All personal data will be processed fairly and lawfully. It must not be transferred to a country or territory outside the E.E.A. unless that country or territory ensures adequate protection for data subjects.

Personal Data must be processed in accordance with the rights of data subjects under the Act.

Personal Data which is obtained for a specified purpose must not be used in any way which is incompatible with this, and should not be kept for longer than is necessary for that purpose.

Personal data collected must be adequate, relevant and only necessary for this purpose. It must be accurate and kept up to date.

In appropriate cases, consent to retain particular data will require affirmative action, and a record must be kept of how and when consent was given.

All members of the Shorwell Parish Council must take great care to ensure that data held is not accidentally lost, damaged or destroyed, and any incidents must be reported to the Chairman within 72 hours. Any data held on personal computers relating to Parish Council emails or correspondence must be kept private and protected from unauthorised access.

Information Collected.

Employment Data.

This can include: name, address history, telephone number, email address, date of birth, national Insurance No., employment history, driving licence, bank details, emergency contact information and any other information necessary for recruitment or ongoing employment. Employees will be provided with a privacy notice to confirm the purposes for which any data is processed and any further information needed to ensure processing is fair.

Parish Council Business.

Data Processor/Data Controller; The Clerk will fulfil this role, and the Parish Council is registered with the Information Commissioner's Office.

The Clerk will maintain the following records and collect the minimum data necessary. The records will be maintained in accordance with the Publication Plan:

Minutes-Copy added to website. Permanent record maintained.

Correspondence-Copy retained for 2 years.

Emails-Deleted after the following monthly meeting, unless in lieu of correspondence, when they will be retained for 2 years or unless related to annual accounts or financial matters.

Tax Records. Including staff PAYE & Reclaim of VAT-7 years.

Annual Accounts (Including Insurance details)-retained for a minimum of 7 years.

Councillors Declarations of Interest, Acceptance of Offer and contact details- Retained while in Office and then destroyed.

Fixed Assets Register-Only those current and reported in the Accounts.

List of Garden Competition winners-Permanent record.

The Parish Council Records are held at the personal address of the clerk and maintained separately from personal information. Parish Council computer records are held only on memory sticks and not retained on personal computers.