

BRISTON PARISH COUNCIL

The Parish Office

Recreation Ground, Stone Beck Lane,

Briston, Melton Constable NR24 2PS

Telephone: 01263 862638

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General Data Protection Regulation Policy

1. Briston Parish Council is bound by the General Data Protection Regulations which came into force on 15 May 2018. Under these regulations the Council will:

Process all data fairly and lawfully

Obtain and use data only for the specific and lawful purposes for which it was collected

Data held will be relevant and not excessive

All data will be kept no longer than necessary

Data will be processed in accordance with individual's rights as defined in the General Data Protection Regulations

All data will be kept secure

Data will not be transferred to any unauthorised bodies or organisations.

2. When Briston Parish Council collects an individual's data it will inform them of:

Who Briston Parish Council is

How Briston Parish Council will use the information

That all individuals have the right to see their data and have it corrected if it is wrong

That individual's information will not be passed to other bodies or organisations without their consent.

3. Individuals have the following rights to their data under the General Data Protection Regulations. These are:

The right to be informed

The right of access

The right to rectification if individuals are not happy with the information

The right to erasure

The right to restrict processing

The right to data portability

The right to object

The right not to be subject to unfounded decision making in profiling.

4. Members of Briston Parish Council are also bound by these regulations for data collected about parishioners.
5. Parental consent must be obtained for data collected on individuals under the age of 16 years.
6. Breach of the General Data Protection Regulations in this policy that risk the rights and freedoms of individuals must be reported to the Clerk to Briston Parish Council or the Information Commissioners Office.
7. The Clerk to Briston Parish Council is the processor of all individuals' data and is responsible for enforcing the General Data Protection Regulations.

Signed:

Dated:

Privacy Statement

In the course of its duties and legal processes Briston Parish Council may collect information about individuals.

This information will be subject to the General Data Protection Regulations introduced in May 2018.

Individuals have the right to influence how their information is stored, maintained and used.

Individuals' rights are:

- To be informed of the information held
- To access this information
- To have information held corrected
- To have information deleted
- To restrict the processing of information
- To object about information held
- To object to portability of information
- To object to automated profiling or decision making

Signed:

N. Hayward

Re adopted

*1st Dept
N Hayward*

Dated:

28th sept 2018.

Data Impact Assessment

Activity	Details Held	Method of storing information	Where information come from	Who information should be shared with	Legal XXXXXX
Briston Parish Councillors	Names Addresses Email addresses Telephone numbers	Electronic Hard copy	Briston Parish Councillors	Briston Parish Clerk Briston Parish Councillors Briston Parish Council	Acceptance of office documents
Allotments	Names Addresses Email addresses Telephone numbers Plot number	Electronic Hard copy	Allotment holders	Briston Parish Clerk Briston Parish Councillors Briston Parish Council Briston Parish Council Allotment Committee	Tenancy agreement documents
Vendors	Names Addresses Email addresses Telephone numbers	Electronic Hard copy	Vendor	Briston Parish Clerk Briston Parish Councillors Briston Parish Council Briston Parish Council Finance & General Purpose Committee	Quotations Invoices Statement Contracts
Personnel	Names Addresses Email addresses Telephone numbers National Insurance details HMRC details Banking details	Electronic Hard copy	Employee	Briston Parish Clerk Payroll Contractor Briston Parish Council Personnel Committee Internal Auditor HMRC	Contracts of Employment PAYE documents Income Tax documents