

Data Protection Policy for Marske and New Forest Parish Council

Policy Prepared By J Wallis.....

Mrs. J Wallis

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Scope of Policy

This policy covers personal information held by **Marske and New Forest Parish Council** Councillors and Clerk.

Introduction

Purpose of the Policy

As of 25th May 2018, personal data must be processed lawfully, fairly and in a transparent manner in relation to the individual concerned.

Marske and New Forest Parish Council is committed to preserving the privacy of all residents and suppliers.

Any personal data will be held for specified, explicit and legitimate purposes and not further processed in a way incompatible with this.

Any personal data collected by **Marske and New Forest Parish Council** will be adequate, relevant and limited to what's necessary. It will be accurate and kept up to date and every reasonable step will be taken to ensure that personal data that's inaccurate is erased or rectified without delay.

Any personal data will be stored in a way that identifies the individual for only so long as it's needed and will be processed in a way that ensures appropriate security including protection against loss, destruction or damage and unauthorised or unlawful access.

Responsibilities

Marske and New Forest Parish Clerk and Councillors have overall responsibility for ensuring that the organisation complies with its legal obligations,

The Clerk responsibilities are:

- Reviewing Data Protection and related policies
- Advising members on Data Protection related issues
- Ensuring Data Protection Policies are implemented by all members

All Parish Councillors and the Clerk who handle or have access to another individual's personal data must read, understand and accept any policies and procedures that relate to the personal data they may encounter.

Use of Personal Data

Processing of personal data is only lawful if at least one of the following applies:

- The individual has given consent for one or more specific purposes.
- It is necessary for a contract to which the individual is party or will be soon.
- It is necessary to comply with a legal obligation (e.g. submission of tax records by a business)
- There is a task that's in the public interest or is carried out in the interest of official authority
- It is necessary in order to protect the vital interests of the data subject or of another person (life or death situation).
- It is necessary for the legitimate interests of the controller (or those of a third party) except where overridden by the interests, fundamental rights and freedoms of the individual.

The personal data that **Marske and New Forest Parish Council** holds is:

- Electoral Register for Marske and New Forest residents
- Residents Name, Address and contact details i.e. telephone numbers & email address

This information is used/held to ensure the Clerk has an accurate list of Parish Residents to enable circulation of parish related information and requests via email or post.

Consent

Marske and New Forest Parish Council will always inform the residents why their personal data is to be retained and used.

Alternatively, **Marske and New Forest Parish Council** may hold personal data on a 'legitimate interest' or 'contractual' basis.

You may withdraw your consent at any time by contacting clerk@marskeandnf-pc.org.co.uk

Disclosure

Marske and New Forest Parish Council will not pass on, share or trade your personal data with any person or organisation without first receiving your consent unless for the purpose of business or contractors engaged in work with **Marske and New Forest Parish Council**.

Under no circumstances will **Marske and New Forest Parish Council** sell your information to third parties or advertisers.