

CROFTON PARISH COUNCIL

GDPR POLICY/NOTICE

This document demonstrates that the Parish Council as the Data Controller, understands and complies with the provisions of the GDPR.

The GDPR applies to personal data, this definition provides for a wide range of identification such as, but not limited to, name, home address, NI Number and e-mail address.

The Data Processor in this instance shall be the Clerk to the Council, who shall be responsible for obtaining, collecting, recording, storing and deleting personal data in a lawful manner.

Personal data held will be processed lawfully, fairly and in a transparent manner, it will only be collected and retained for the purposes it was given and will be kept in a secure manner

The data subject will be able to request that personal data held can be removed.

The Data Controller will complete a data audit for all its activities which will define the five lawful conditions relevant to a Parish Council for processing personal data;

1. Legal Contract/contractual necessity
2. Legal obligation
3. Exercise of official authority
4. Vital interest
5. Consent

Although Personal Data is kept in a secure manner, should there be a breach, the response policy will be to inform the ICO, DPO and the data subject that a data breach has occurred and what action will be taken to rectify this.