

BRANTINGHAM PARISH COUNCIL

DATA PROTECTION AND WEBSITE PRIVACY POLICY

Brantingham Parish Council recognises its responsibility to comply with the Data Protection Act 1998 and the General Data Protection Regulation 2018. The act and regulation regulate the use of personal data, this does not have to be sensitive data, it can be as little as a name and address.

THE DATA PROTECTION ACT:

The Data Protection Act 1998 sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how information can be collected, handled and used. The Data Protection Act applies to anyone holding information about people electronically or on paper.

THE GENERAL DATA PROTECTION REGULATION:

The General Data Protection Regulation 2018 says that the information provided to people about how we process their personal data must be concise, transparent, intelligible and easily accessible, written in clear and plain language, particularly if addressed to a child and free of charge.

As a local authority, Brantingham Parish Council has a number of procedures in place to ensure that it complies with The Data Protection Act 1998 and the General Data Protection Regulation 2018 when holding personal information. Brantingham Parish Council has appointed Councillor Richard Martin as the designated Data Protection Officer. He will receive training for this role, as required.

When dealing with personal data, the Brantingham Parish Council Clerk and Councillors must ensure that:

- **It is processed fairly and lawfully.** This means that the information should only be collected from individuals if the Clerk and Councillors have been open and honest about why they want the information.
- **It is processed for specific purposes only.**
- **It is relevant to what it is needed for.** Data will be monitored so that too much or too little is not kept; only data that is needed should be held.
- **It is accurate and kept up to date.**
- **It is not kept longer than it is needed.**
- **It is processed according to the rights of the individuals.** This means that individuals must be informed, upon request, of all the information held about them.
- **It is kept securely.** This means that only the Clerk and Councillors can access the data, it should be stored securely so that it cannot be accessed by members of the public

COLLECTING DATA

Brantingham Parish Council recognises its responsibility to be open with people when taking personal details from them. This means that the Clerk and Councillors must be honest about why they want a particular piece of information. If, for example, a member of the public gives their phone number to a member of Brantingham Parish Council, this will only be used for the purpose it has been given and will not be disclosed to anyone else. Data may be collected via the Parish Council's website – the 'Contact Us' form or 'Emailing Lists' form. The Privacy Policy for use of data from our website is shown later in this document.

STORING, ACCESSING, MODIFYING AND DELETING DATA

Brantingham Parish Council may hold information about individuals such as their addresses and telephone numbers. These are kept in a secure location at the Parish Clerk's place of residence and are not available for the public to access. All data stored on a computer is password protected. Once data is not needed anymore, if it is out of date or has served its use, it will be shredded or deleted from the computer.

The Parish Council is aware that people have the right to access any information that is held about them. If a person requests to see any data that is being held about them,

- **They must be sent all of the information that is being held about them**
- **There must be an explanation for why it has been stored**
- **There must be a list of who has seen it**
- **It must be sent within one month**

Requests that are manifestly unfounded or excessive may be refused or a charge made. If a request is refused, a reason must be given.

If an individual requests that their data is rectified or erased, this will be carried out.

DISCLOSURE OF INFORMATION

If, for example a councillor needs to access information to help carry out their duties, this is acceptable. They are only able to access as much information as necessary and it should only be used for that specific purpose. If for instance someone has made a complaint about over-hanging bushes in a garden, a Councillor may access an address and telephone number of the person who has made the complaint, so they can help with the enquiry. They can only do this providing they represent the area that the subject of the complaint lives in. However, before they access any sensitive information about a person, they would need consent to do this from the Parish Clerk and Councillors. Data should never be used for political reasons unless the data subjects have consented.

CONFIDENTIALITY

The Brantingham Parish Council Clerk and Councillors must be aware that when complaints or queries are made, they must remain confidential unless both the subject of the complaint or query and the complainant give permission otherwise. When handling personal data, this must also remain confidential. If a data breach is identified the ICO must be informed within 72 hours and an investigation will be conducted.

WEBSITE PRIVACY - WHAT WE COLLECT

We may collect the following information:

- **name and job title**
- **contact information including email address**
- **demographic information such as postcode, preferences and interests**
- **other information relevant to customer surveys and/or offers**

WHAT WE DO WITH THE INFORMATION WE GATHER

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- **Internal record keeping.**
- **We may use the information to improve our products and services.**
- **We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided.**
- **From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or mail. We may use the information to customise the website according to your interests.**

WEBSITE SECURITY

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online. A cookie is a small text file that resides on your computer.

USE OF COOKIES Cookies are used to remember your settings when you revisit a website and to identify how visitors navigate the site. Cookies provide valuable information to website owners to adapt and make changes to the site in order to improve the user experience. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences. Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us. Cookies are anonymous and contain no personal data. If you never register or leave personal information at a site, the only confirmation they give is that you are a returning visitor. The cookie will only contain information that you freely provide to a website. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

LINKS TO OTHER WEBSITES

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

This policy will be reviewed annually, as well as an annual review of the compliance and effectiveness of the policy.

Adopted by Brantingham Parish Council on 3rd September 2018