

HATTON PARISH COUNCIL

Data Protection Policy

Hatton Parish Council recognises its responsibility to comply with the General Data Protection Regulations which came into force on 25th May 2018.

The regulations set out the standard for the handling of personal data and the protecting of an individuals' right for privacy.

Personal data is defined in the regulations as being 'any information' relating to that person and included location data and online identifier information.

Sensitive personal data is defined as referring to;

- Racial or ethnic origin
- Political opinions
- Religious beliefs or beliefs of a similar nature
- Trade union membership (or non membership)
- Physical or mental health or condition
- Sex life
- Sexual orientation.

Hatton Parish Council will comply with the GDPR and ensure all data is;

- Processed fairly, lawfully and in a transparent manner
- Only collected for a specific, explicit and legitimate purpose and not processed further for purposes incompatible with those purposes
- Adequate, relevant and limited to what is necessary
- Accurate and up to date
- Kept in a form that permits identification of data subjects for not longer than is necessary
- Processed to ensure appropriate security including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

Hatton Parish Council will only process data where one of the following grounds exist;

- Consent
- Performance of a contract
- Compliance with legal obligation
- Vital interests of the data subject
- Public interest
- Legitimate interests of the data controller.

Hatton Parish Council will ensure all communications with the public and contractors will include a Privacy Notice.

Date protection
(GDPR)

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All subject data requests must be made in writing and forwarded to the Hatton Parish Council Clerk.

Only the subject may make a request for details on information held about themselves.

The Clerk will respond to the request within one calendar month.

Hatton Parish Council will make no charge for the information

The Clerk will maintain a log of all requests made and report annually to the Council.

The Clerk will report any breach of the regulations to the Information Commissioner's Office within 72 hours of becoming aware of the breach. The Council will determine the operational responsibility for the breach and agree the process going forward.

To ensure compliance and reduce all electronic equipment used by the council will be password protected and no shared email accounts should be used for Council business.

Reviewed May 2019

Reviewed 2021

Reviewed September 2022