

## **ORFORD & GEDGRAVE PARISH COUNCIL**

### **Data Protection Statement**

Orford & Gedgrave Parish Council is committed to complying not only with the letter but also the spirit of Data Protection Legislation. The accuracy and security of your personal information is a key responsibility of the Council and is recognised as an overriding factor in securing your trust and confidence.

The Council will only use the information it holds about you for the purpose you provided it or as permitted by law. It will also only collect the minimum information necessary to fulfil that purpose.

Orford & Gedgrave Parish Council is a Data Controller and is registered with the Information Commissioners Office.

### **What data do we hold?**

Orford & Gedgrave Parish Council hold only low-level data about individuals: names, addresses, e-mail addresses and telephone numbers. We have a right to process information under the General Data Protection Regulations (GDPR) and Data Protection Act 2018:

- GDPR Article 6 (1):
  - o (a) Processing is with consent of the data subject
  - o (b) Processing is necessary for compliance with a legal obligation and
  - o (c) Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract

### **Where do we hold data?**

Data is held on the OGPC's official computer and in paper format at the office of the Town Hall.

### **How do we secure our data?**

The OGPC computer uses a secure password to access the data. All hard copies of data stored by the Council is in a filing cabinet locked in the office of the Town Hall.

### **How do we ensure information about data held is disclosed only to the data subject?**

When a Subject Access Request is received relevant security checks will be carried out. Where the Data Protection Officer is not 100% confident these have been passed the information will not be released.

### **How long do we hold personal data?**

OGPC is required by law to hold certain documentation, such as minutes and insurance papers, in perpetuity. Other documentation is required to be kept for seven years (for example accounts). All other personal data is only to be kept if:

1. Consent from the data subject is held
2. The data is necessary for the performance of a contract

3. We have a separate legal obligation to hold it
4. Holding the data is vital to protect the interests of the data subject or another person
5. Holding the data is in the public interest or
6. We have a legitimate interest to hold it, except where this interest is overridden by the interests, rights or freedoms of the data subject.

OGPC review the data they hold on an annual basis and any that is no longer required is destroyed.

### **What are your rights?**

You have the following rights:

- Access to Information - You have the right to request access to the information we have on you. You can do this by contacting us by email or post. You will be required to provide proof of identity – please see contact details below
- Information Correction - If you believe that the information, we have about you is incorrect, you may contact us so that we can update it and keep your data accurate.
- Information Deletion - If you wish Snape Parish Council to delete the information about you, please contact us.
- Right to Object - If you believe that your data is not being processed for the purpose it has been collected for, you may object, please contact us
- Rights Related to Automated Decision Making and Profiling – Orford & Gedgrave Parish Council does not use automated decision making or profiling of personal data.

### **How are Councillors made aware of their obligations?**

All OGPC Councillors have received instruction on how to manage data they hold on either private devices or as a hard copy. This is re-emphasised annually, and training is also available.

### **What steps have we taken to ensure we comply with the General Data Protection Regulations and the Data Protection Act 2018?**

Orford & Gedgrave Parish Council have taken the following steps to ensure we comply with the GDPR and DPA 2018:

1. All Councillors have been made aware of the GDPR and the DPA 2018 and have been issued with instructions of how personally they should manage data
2. All data held on the OGPC computer has been reviewed and deleted where a legitimate reason for holding it was not forthcoming
3. All hard copy data held by the Clerk has been reviewed and shredded where a legitimate reason for holding it was not forthcoming
4. Any information relating to the way we process data is held on our Web Site, along with details of how individuals can submit a Subject Access Request.

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