

## **DATA PROTECTION – STATEMENT OF POLICY**

In order to operate efficiently, the Town Council has to collect and use information about people with whom it works, its staff and councillors and members of the public. The data will include:

1. personal information necessary for the administration of the following services:
  - Allotments
  - Cemetery
  - Recreation grounds and sports facilities
  - Hall hire
2. Correspondence sent to the Council via email, telephone or letter;
3. Employees' details and those of councillors; and
4. Suppliers and contractors.

NB: This list is by no means exhaustive.

Personal data may be processed on the basis that such processing is necessary for the performance of tasks carried out by a public authority acting in the public interest, out of contractual necessity or on a lawful basis.

The principles of the GDPR require that personal data:

- a. must be processed lawfully, fairly and transparently.
- b. be only used for a specific processing purpose that the data subject has been made aware of and no other, without further consent.
- c. should be adequate, relevant and limited i.e. only the minimum amount of data should be kept for specific processing.
- d. must be accurate and where necessary kept up to date.
- e. should not be stored for longer than is necessary, and that storage is safe and secure.
- f. should be processed in a manner that ensures appropriate security and protection.

Any personal information held by the Council will only be used for the specific purposes for which it has been provided and will not be disclosed to any other third party unless permitted or obligated to do so by law.

### **Handling of personal/sensitive information**

The Town Council will, through appropriate management and the use of criteria and controls:-

- observe fully conditions regarding the fair collection and use of personal information;
- meet its legal obligations to specify the purpose for which information is used;
- collect and process appropriate information and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements;
- ensure the quality of information used and where necessary kept up to date;
- apply checks to determine the length of time information is held;
- take appropriate measures to safeguard personal information;
- ensure that the rights of people about whom the information is held can be fully exercised under the Act / Regulations. These include:
  - a. The right to be informed that processing is being undertaken;
  - b. The right of access to one's personal information within one month. No fee will be charged, although a 'reasonable' fee may be charged for repetitive, manifestly unfounded or excessive requests or further copies; and

- c. The right to correct, rectify, block or erase information regarded as wrong information.

#### **Notification to the Information Commissioner / Data Protection Officer**

Currently the Information Commissioner maintains a public register of data controllers. The Data Protection Act 2018 requires every data controller who is processing personal data, to notify and renew their notification, on an annual basis. Failure to do so is a criminal offence.

As a public authority, Loughton Town Council is required under the General Data Protection Regulations to appoint a Data Protection Officer, details of whom will be published once known.

Further information about the General Data Protection Regulations, your rights and the Council's obligations can be found on the ICO website: <https://ico.org.uk/>

For the purposes of the Data Protection Act 2018 (DPA) and the General Data Protection Regulations (GDPR), the data controller is Loughton Town Council. The Council's current registration number is PZ1870535.

*Reviewed by Resources & General Services Committee on 24 June 2020. Next Review April 2021*