

General Data Protection Regulation 2018

The General Data Protection Regulation which came into force on 25th May 2018 supersedes the Data Protection Act 1998 and applies to personal data related to a living person who can be identified from that data. Processing data means any action taken with this personal data such as collection, recording or other use.

Chatburn Parish Council must ensure that:

- a) Data is processed only for specific reasons
- b) Data will be held only when required
- c) Personal data is accurate and regularly updated
- d) Data is kept no longer than necessary
- e) Data is processed in accordance with an individual's rights
- f) Data cannot be accessed by members of the public
- g) Data must be processed lawfully

The information held by Chatburn Parish Council is names, addresses, telephone numbers and email addresses. More personal data is held for staff and individuals employed on a casual basis.

Additional information is held in connection with normal parish council business:

- a) Administration of Parish Council meetings
- b) Correspondence; quotations; grant applications and related matters
- c) A copy of the current Register of Electors which cannot be viewed by a third party

All Chatburn Parish Council documents are stored in a locked filing cabinet and records on a password protected computer. These can only be accessed by the Clerk/Responsible Financial Officer. Obsolete data is either shredded or deleted from the computer. Data is only used for the purpose for which it was supplied and will not be passed, shared or supplied to a third party.

Any complaints or queries must remain confidential unless permission is granted by the complainant. Any handling of data must also be confidential.

Councillors must comply with the General Data Protection Regulation to protect privacy, confidentiality and the interest of the parish Council. The responsibility for the implementation of the policy is the Parish Clerk