Amcotts Parish Council

c/o The Clerk, Mrs Marie Clegg, 29 Eastoft Road Crowle DN17 4LR clerk@amcottsparish.co.uk

Tel: 07561618128

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**Amcotts Parish Council Data Protection Policy**

Amcotts Parish Council adopted the following Data Protection Policy at the Parish Council meeting held on 15th August 2023 (to be reviewed annually) and is valid until further notice.

**Introduction**

Amcotts Parish Council needs to collect and use certain types of information about the Data Subjects who come into contact with it in order to carry out our work. This personal information must be collected and dealt with appropriately whether on paper, in a computer or recorded on other material, and there are safeguards to ensure this under the Data Protection Act 1998.

**Data Controller –** The person who (either alone or with others) decides what personal information Amcotts Parish Council will hold and how it will be held or used.

**Data Protection Act 1998 –** The UK legislation that provides a framework for responsible behaviour by those using personal information.

**Data Protection Officer –** The person(s) responsible for ensuring that it follows its data protection policy and complies with the Data Protection Act 1998.

**Data Subject/Service User –** The individual whose personal information is being held or processed by Amcotts Parish Council (for example: a client, an employee, a supporter).

**“Explicit” consent –** is a freely given, specific and informed agreement by a Data Subject to the processing\* of personal information\* about him/her. Explicit consent is needed for processing sensitive\* data.

\*See definition below:

**Processing –** means collecting, amending, handling, storing or disclosing personal information.

**Personal Information –** information about living individuals that enables them to be identified, e.g. name and address. It does not apply to information about organisations, companies and agencies but applies to named persons, such as individual volunteers or employees within Amcotts Parish Council.

**Sensitive Data –** means data about:

* Racial or ethnic origin
* Political opinions
* Religious or similar beliefs
* Trade union membership
* Physical or mental health
* Sexual life
* Criminal records
* Criminal proceedings relating to a data subjects offences

It is Amcotts Parish Council responsibility to ensure all personal and Company data is non-recoverable from any computer system previously used within the organisation which has been passed on or sold to a third party.

**Data Access and Accuracy**

All Data Subjects have the right to access the information Amcotts Parish Council holds about them. Amcotts Parish Council will also take reasonable steps to ensure that this information is kept up to date by asking data subjects whether there have been any changes.

In addition, Amcotts Parish Council will ensure that:

* It has a Data Protection Officer with specific responsibility for ensuring compliance with Data Protection.
* Everyone processing personal information understands that they are contractually responsible for following good data protection practice.
* Everyone processing personal information is appropriately trained to do so.
* Anybody wanting to make enquiries about handling personal information knows what to do.
* It deals promptly and courteously with any enquiries about handling personal information.
* It describes clearly how it handles personal information.
* It will regularly review and audit the ways it holds, manages and uses personal information.
* It regularly assesses and evaluates its methods and performance in relation to handling personal information.
* All staff are aware that a breach of the rules and procedures identified in this policy may lead to disciplinary action being taken against them.

This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to the Data Protection Act 1998.

**Contact Details**

In case of any queries or questions in relation to this policy please contact the Amcotts Parish Council Data Protection Officer:

Mrs Marie Clegg – Parish Clerk

clerk@amcottsparish.co.uk

Tel: 07561618128