



WRPC Data Retention & Disposal Policy

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WEST ROW Data Retention & Disposal Policies - DATA PROTECTION POLICY

1. POLICY STATEMENT

1.1 Everyone has rights with regard as to how their personal information is handled. During the course of the Parish Council's activities, it will collect, store and process personal information about its staff and Councillors, and it recognises the need to treat it in an appropriate and lawful manner.

1.2 The types of information that the Parish Council may be required to handle include details of current, past and prospective employees, suppliers, and customers in accordance with our document retention policy. The information, which may be held on paper or on a computer or other media, is subject to certain legal safeguards specified in the Data Protection Act 1998 (the Act) and other regulations. The Act imposes restrictions on how it may use that information.

1.3 This policy does not form part of any employee's contract of employment and it may be amended at any time. Any breach of this policy will be taken seriously and may result in disciplinary action.

2. STATUS OF THE POLICY

2.1 This policy sets out the Parish Council's rules on data protection and the legal conditions that must be satisfied in relation to the obtaining, handling, processing, storage, transportation and destruction of personal information.

2.2 If you consider that the policy has not been followed in respect of personal data about yourself or others you should raise the matter with the Chairman of the Parish Council.

3. DEFINITION OF DATA PROTECTION TERMS

3.1 Data is information which is stored electronically, on a computer, or in certain paper-based filing systems.

3.2 Data subjects for the purpose of this policy include all living individuals about whom we hold personal data. A data subject need not be a UK national or resident. All data subjects have legal rights in relation to their personal data.

3.3 Personal data means data relating to a living individual who can be identified from that data (or from that data and other information in our possession). Personal data can be factual (such as a name, address or date of birth) or it can be an opinion (such as a performance appraisal).

3.4 Data controller is the Proper Officer of West Row Parish Council, who determines the purposes for which, and the way any personal data is processed. It has a responsibility to

establish practices and policies in line with the Act. It is the data controller of all personal data used in our business.

3.5 Data users include employees whose work involves using personal data. Data users have a duty to protect the information they handle by following our data protection and security policies at all times.

3.6 Data processors include any person who processes personal data on behalf of a data controller.

Employees of data controllers are excluded from this definition, but it could include suppliers which handle personal data on our behalf.

3.7 Processing is any activity that involves use of the data. It includes obtaining, recording or holding the data, or carrying out any operation or set of operations on the data including organising, amending, retrieving, using, disclosing, erasing or destroying it. Processing also includes transferring personal data to third parties.

3.8 Sensitive personal data includes information about a person's racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership, physical or mental health or condition or sexual life, or about the commission of, or proceedings for, any offence committed or alleged to have been committed by that person, the disposal of such proceedings or the sentence of any court in such proceedings. Sensitive personal data can only be processed under strict conditions and will usually require the express consent of the person concerned.