

Data Protection Policy

South Kyme Parish Council (the 'Council') recognises its responsibility to comply with the General Data Protection Regulations 2018 which regulates the use of personal data. The Council will not pass your information on to any other partner agencies without your express permission.

General Data Protection Regulations (GDPR)¹

The GDPR sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how personal information can be collected, handled and used. The GDPR applies to anyone holding personal information about people, electronically or on paper. The Council has also notified the Information Commissioner (ICO) that it holds personal data about individuals.

When dealing with personal data, Council staff and Councillors must ensure that:

- **Data is processed fairly, lawfully and in a transparent manner:** This means that personal information should only be collected from individuals if staff have been open and honest about why they want the personal information.
- **Data is collected and processed for specified, explicit, and legitimate purposes only:** This means that data is collected for a specific reason for which the person should be aware.
- **Data is adequate, relevant and limited to what is necessary:** Is collected specifically in relation to the purposes for which it has been requested or designated; the data will be monitored so that too much or too little is not kept; only data that is needed should be held.
- **Data is accurate and kept up to date:** The personal data should be accurate, if it is not it should be corrected. Data no longer needed will be shredded or securely disposed.
- **Data is kept in a form that permits identification of data subject and is not kept longer than is needed:** Data is processed in accordance with the rights of individuals. Individuals must be informed, on request, of all the personal information held about them – known as a Subject Access Request.
- **Data is kept securely:** There should be protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage.

The Council will only hold information about individuals if it is needed to provide a specific service, keeping it up to date as necessary and deleting when no longer required. This information will not be shared without a specific need and the individual's approval.

The person about whom information is held, the data subject, has certain rights and these are defined in the Data Protection Act². They may submit a Freedom of Information or request Subject Access Request through the Clerk. A charge for the processing the request may be payable³.

¹ The UK GDPR is the retained EU law version of the **General Data Protection Regulation** ((EU) 2016/679) (EU GDPR) as it forms part of the law of England and Wales, Scotland and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act 2018 and as amended by Schedule 1 to the Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2019 (SI 2019/419)

² Data Protection Act 2018

³ Data Protection (Charges and Information) Regulations 2018