**Skerne and Wansford Parish Council**

**Data Protection Policy**

Skerne and Wansford Parish Council holds certain information about members, the clerk, parish residents who access its services, for information or to make a complaint, which includes:

* Addresses
* E-mail addresses
* Mobile telephone numbers
* Landline telephone numbers
* Photographs
* NI number and tax code (parish council employees)
* Union affiliations, organisation membership, etc as outlined in the Register of Interests, which is completed to comply with current legislation with regard to the appointment of parish councillors
* The electoral roll

The Skerne and Wansford Parish Council holds some of this information for democratic reasons to comply with legal obligations relating to parish council membership or employment, ie

* To administer a councillor’s interests
* To maintain the parish council accounts and records
* Deducting National Insurance contributions

or to undertake activity consistent with the parish council’s delegated powers and functions such as:

* The dissemination of parish information (a village/whole parish emergency, severe weather updates, planning applications, community notices and events, oil co-operative, neighbourhood watch, parish council meetings and parish meetings, parish council information, etc).
* Production, distribution and delivery of the quarterly parish newsletter, which is published in its entirety on the website and is thus accessible overseas.
* The refreshment and maintenance of the Skerne and Wansford website at [www.skerneandwansfordparishcouncil.co.uk](http://www.skerneandwansfordparishcouncil.co.uk). This is mainly in respect of photographs\* taken at village events and parish council initiatives, which may be published on the website.
* For use on the parish Emergency Plan, which is published in a redacted form on the website but is complete with e-mail addresses and telephone numbers in hard copy in the parishes’ two emergency boxes situated in Wansford Village Hall and St Leonard’s Church, Skerne.
* In its role as an employer and dealing with HM Revenue and Customs
* Liaison with partner organisations and representation on them
* Fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
* Pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
* Monitor its activities including the equality and diversity of its activities
* Fulfil its duties regarding security
* Assist regulatory and law enforcement agencies
* Process information including the recording and updating details about its councillors, employees, partners and volunteers.
* Process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
* Undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the council.
* Undertake research, audit and quality improvement work to fulfil its objects and purposes.
* Carry out Council administration.

\*Photographs may be taken at village and parish council events, when notices will be displayed informing those present that photographs may be taken and subsequently used in the newsletter, which is made available on the website, or on the website itself and thus accessible from overseas. Tickets to events will indicate that photographs may be taken and used in the newsletter or on the website. Attendees unwilling to have photographs taken should make it clear to the photographer*.*

To comply with its legal obligations sometimes it will be necessary to share data with a third party data controller, which in the case of Skerne and Wansford Parish Council is only likely to be the East Riding of Yorkshire Council, HM Revenue and Customs and the bank. Additionally, it will be necessary to share data with partner organisations to which the parish council sends representatives.

The data will only be kept for as long as is necessary for democratic purposes, or for the purposes outlined above or when the parish council needs to comply with a legal obligation.

Data subjects have the right to change their mind at any time about any or all of the specific data the parish council holds concerning them. On request any or all of their data will be erased, unless the parish council has a legal obligation to continue to hold it, in which case the they will be informed. Additionally, they have the right to access, correct and update the personal data the parish council holds about them. However, they have a responsibility to ensure that the data the parish council holds about them is accurate and current.

The data is either stored on a password-protected parish council computer or in a secure environment and will only be used for its specific purpose or the purposes outlined above. Should the need arise for the data to be used for any other purpose, individuals will be informed and consent (or otherwise) obtained and this policy will be updated.

**The policy is based on the premise that Personal Data must be:**

• Processed fairly, lawfully and in a transparent manner in relation to the data subject.

• Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.

• Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

• Accurate and, where necessary, kept up to date.

• Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.

• Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Skerne and Wansford Parish Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office.

**Policy adopted by resolution**

Chairman:…………………………………………………………………Date:…………………………………………………………………

Vice-chairman:………………………………………………………….Date:………………………………………………………………..