**BERRY POMEROY PARISH COUNCIL**

**GRPR POLICY (March 2020)**

Berry Pomeroy Parish Council GDPR Policy Introduction

Whilst conducting its business, services and duties, Berry Pomeroy Parish Council processes a wide range of data, relating to its own operations and some which it handles on behalf of others.,This data can be classified as:

• Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public. • Confidential information and data not yet in the public arena such as ideas or policies that are being worked on. • Confidential information about other organisations because of commercial sensitivity. • Personal data concerning its current, past and potential employees, Councillors, and volunteers. • Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

Berry Pomeroy Parish Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

The Parish Council will review annually and revise the policy in line with guidance from the Information Commissioners Office.

Protecting Confidential or Sensitive Information:

Berry Pomeroy Parish Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

The General Data Protection Regulation (GDPR) which became law on 25th May 2018 and the Data Protection Act 1998 prior, seeks to strike a balance between the rights of individuals and the competing interests of those such as the Parish Council with legitimate reasons for using personal information.

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 specific, 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.

Data Protection Terminology

Data subject - means the person whose personal data is being processed. That may be an employee, prospective employee, associate or prospective associate of Berry Pomeroy Parish Council or someone transacting with it in some way, or an employee, Member or volunteer with one of our associates, or persons transacting or contracting with one of our associates when we process data for them.

Personal data - means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person. It can be anything from a name, a photo, and an address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

Sensitive personal data - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

Data controller - means a person who (either alone or jointly or in common with other persons) (e.g. Town Council, employer, council) determines the purposes for which and the manner in which any personal data is to be processed.

Data processor - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Processing information or data - means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including: • organising, adapting or altering it • retrieving, consulting or using the information or data • disclosing the information or data by transmission, dissemination or otherwise making it available

• aligning, combining, blocking, erasing or destroying the information or data, regardless of the technology used.

Berry Pomeroy Parish Council processes personal data in order to: • 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. • 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.

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed: • The individual has consented to the processing • Processing is necessary for the performance of a contract or agreement with the individual • Processing is required under a legal obligation • Processing is necessary to protect the vital interests of the individual • Processing is necessary to carry out public functions • Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

Particular attention is paid to the processing of any sensitive personal information and the Council will ensure that at least one of the following conditions is met: • Explicit consent of the individual • Required by law to process the data for employment purposes • A requirement in order to protect the vital interests of the individual or another person

The Parish Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Parish Clerk. • Email: clerk@berrypomeroyparishcouncil.org.uk • Phone: 0770 770 9390 • Address: The Clerk, Berry Pomeroy Parish Council, Berry Pomeroy Village Hall Postbox, Berry Pomeroy Devon, TQ9 6LH

Diversity Monitoring:

Berry Pomeroy Parish Council will monitor the diversity of its employees, and Councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities. It undertakes similar data handling in respect of prospective employees. This data will always be treated as confidential. It will only be accessed by authorised individuals within the Parish Council i.e. The Clerk, The Chairman of the Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process.

The Parish Council will always give guidance on personnel data to employees, councillors, partners and volunteers through a Privacy Notice and will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Appropriate technical and organisational measures will be taken against Unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Information provided to us: The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with Berry Pomeroy Parish Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however, where appropriate, specific written consent will be sought. It is the responsibility of those individuals to ensure that the Parish Council is able to keep their personal data accurate and up-to-date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided, unless directed to do so for legal purposes or instructed to do so by a Court of Law.

The Parish Council’s Right to Process Information: General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e) Processing is with consent of the data subject, or Processing is necessary for compliance with a legal obligation. Processing is necessary for the legitimate interests of the Council.

Information Security: The Parish Council ensures the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

Children: We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

Rights of a Data Subject: Access to Information: an individual has the right to request access to the information we have on them. They can do this by contacting The Parish Clerk.

Information Correction: If it is believed that the information we have is incorrect, we may be contacted so that we can update it and keep the data accurate. Please contact: The Parish Clerk.

Information Deletion: If an individual wishes the Parish Council to delete information about them, they can do so by contacting The Parish Clerk.

Right to Object: If an individual believes their data is not being processed for the purpose it has been collected for, they may object by contacting The Parish Clerk.

The Parish Council does not use automated decision making or profiling of individual personal data.

Complaints: If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to The Parish Clerk – Berry Pomeroy Parish Council, Berry Pomeroy Village Hall Postbox, Berry Pomeroy Devon, TQ9 6LH or email: clerk@berrypomeroyparishcouncil.org.uk in the first instance, followed directly to the ICO.

The Parish Council will always give guidance on personnel data to employees and sub-contractors.

The Parish Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Making Information Available: Email is a means by which the Parish Council can make a significant amount of information available routinely and via the website. This is intended to encourage the Community to take an interest in the work of the Parish Council and the role of its Officers and Councillors.

All formal meetings of Parish Council and its committees are subject to statutory notice being given on notice boards when possible and the Website. All formal meetings are open to the public and press and relevant information is available for the public to see on the website or by request to the Parish Clerk – clerk@berrypomeroyparishcouncil.gov.uk. The Parish Council welcomes the public and has a public forum session at the start of each Council meeting – the latter is not a legal requirement and may be withdrawn for selected meetings. This will always be indicated on the Agenda and Parish Notice Boards and Parish Council’s website.

Occasionally, The Council needs to hold Confidential Matters discussions. These are matters involving personal details of staff, or a particular member of the public, or Legal matters or details of commercial/contractual issues. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings are published on the website and the Parish Council Notice Boards.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and administrative decisions such as paying an invoice approved by Council, but would include urgent action taken after consultation with the Chair. In other words, decisions which would have been made by Council or committee had the delegation not been in place. The Parish Council has an Emergency Contingency Plan in place which can be adapted to different emergency or national situations.

The 2014 Regulations also amends the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of council and committee meetings normally open to the public **for which authorisation must be obtain with prior notice to The Clerk**

The Council will, where possible, facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the meeting.

The Parish Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

Data Transparency: The Parish Council will Resolve to act in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency (September 2011). This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

“Public data” means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

The Code will therefore underpin the Council’s decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

The principles of the Code are: Demand led: new technologies and publication of data should support transparency and accountability Open: the provision of public data will be integral to the Parish Council’s engagement with residents so that it drives accountability to them. Timely: data will be published as soon as possible following production.

Government has also issued a further Code of Recommended Practice on Transparency, compliance of which it is compulsory for parish councils with turnover (gross income or gross expenditure) not exceeding £25,000 per annum. These councils will be exempt from the requirement to have an external audit from April 2017. Berry Pomeroy Parish Council falls within this turnover and will ensure the following information is published on its Website: • All transactions above £100. • End of year accounts • Annual Governance Statements • Internal Audit Reports • List of Councillor or Member responsibilities • Details of public land and building assets • Draft minutes of Council and committees within one month • Agendas no later than three clear days before a meeting.

Updated/Adopted by Council: Berry Pomeroy Parish Council – April 2024/May 2024