

# DATA PROTECTION POLICY

Approved: 21<sup>st</sup> May 2019

Approved: 14<sup>th</sup> May 2024

Rusper Parish Council needs to gather and use certain information about individuals. This policy describes how this data must be collected, handled and stored.

1. Rusper Parish Council subscribes to the Information Commissioner's Office annually.
2. Personal information will be collected and used fairly, stored safely, and not disclosed unlawfully.
3. This policy applies to all employees and Members of Rusper Parish Council, and applies to all data held relating to identifiable individuals.
4. All individuals will be free to choose how Rusper Parish Council uses data relating to them.
5. Every employee and Member has some responsibility for ensuring data is collected, stored and handled appropriately.
6. Members are ultimately responsible for ensuring that Rusper Parish Council meets its legal obligations.
7. The Clerk is responsible for:-
  - Keeping the Council updated about data protection responsibilities, risks and issues.
  - Reviewing all data protection procedures and related policies.
  - Handling data protection questions from Members and employees.
  - Dealing with requests from individuals to see data Rusper Parish Council holds about them.
8. Data should be regularly reviewed and updated if it is found to be out of date. If no longer required, it should be deleted and disposed of.
9. When data is stored on paper, it should be kept in a secure place where unauthorised people cannot see it.
10. Data should be protected by strong passwords.
11. Requests by individuals to find out what information is held by Rusper Parish Council about them should be made by email and addressed to the Clerk at [Rusperparishcouncil@gmail.com](mailto:Rusperparishcouncil@gmail.com).
12. In certain circumstances, the General Data Protection Regulations allow personal data to be disclosed to law enforcement agencies without the consent of the data subject. Under these circumstances, Rusper Parish Council will disclose requested data. However, the Clerk will ensure the request is legitimate.