



BLISLAND PARISH COUNCIL

General Data Protection Regulation 2018

1. Background and relevance

The EU's General Data Protection Regulation (GDPR) will apply from 25 May 2018, when it supersedes the UK Data Protection Act 1998. The Act applies to 'personal data' that is data relating to a living person who can be identified from that data.

'Processing data' means any operation performed on that personal data such as collection, recording, use.

The Parish Council does have data that relates to living individuals and does process data.

2. Information Audit

The type of information the Council holds tends to be limited to name, address, telephone number and email address.

More detailed information is held for employees and members who have provided information as required by the bank to be authorised signatories.

In the normal course of business the Parish Council will receive personal data in connection with the following council activities:

- Administration of the Institute
- Administration of employment matters
- Correspondence sent to the Council
- Volunteer lists for specific activities

The data protection issues associated with the electoral roll are the responsibility of Cornwall Council. If the Parish Council obtains a copy of the electoral roll, it does not permit any third party to view the document.

Services relating to children – the Council does not have any services directly relating to children. It is aware that should that circumstance change, the relevant Data Protection issues will need to be taken into consideration.

3. Sensitive data

The Act requires 'sensitive data' to be treated differently. Categories of sensitive data includes racial or ethnic origins, political opinions, religious beliefs, health issues.

The Parish Council does not collect such data.

Where the Council carries out village wide surveys, such as in the Neighbourhood Plan or a Parish Plan, the responses are anonymous, and questions are not generally asked on a topic that is classified as sensitive.

4. Storage of data

All council paper documents are stored in locked cabinets in the Clerk's place of work.

All computer records are stored on a password protected laptop with anti-virus software.

The Parish Council does utilise secure password protected cloud storage.

5. How the data is used

Data is only used for the purpose it has been supplied.

Data is not passed onto a third party without the express consent of the data subject.

The Council does not routinely share or sell data, and never has done.

6. Subject access requests

A request for a copy of information held can be made.

There is a prescribed process and the response time will reduce to one month under the new Act.

7. Data Protection Officer

The parish clerk fulfils the role of Data Protection Officer.

Action Required

The Council's privacy notices should be reviewed to ensure compliance.

The Council's Data Protection Policy should be replaced as appropriate before 25th May 2018.

Further information

More detailed information is available at www.ico.org.uk

It is likely that guidance will be issued by the ICO and NALC in the period up to May 2018.