LONG NEWTON PARISH COUNCIL

DATA SECURITY POLICY

The Data Protection Act of 1998 strengthened the requirements for organisations to protect personal data by the introduction of the General Data Regulation (GDPR). This change which affects all organisations became effective on the 25th May 2018. It includes the Parish Council and places greater emphasis to safeguard personal information retained or archived within systems or files. Breach of these Regulations can include financial penalties in the case of non-compliance.

The Parish Council retains and stores personal data as it requires this for the administration system to function effectively and for it to discharge its statutory duties.

The information held by the Parish Council is not shared with or nor sold to any third party organisations. Except where required for statutory purposes (e.g. records of Parish Council activity, such as minute books and membership lists), Personal data will be deleted no later than six years after an individual was last a member of or had financial dealings with the Parish Council. An individual has the right to access correct and in some cases delete and restrict the use to which their personal information is put. Please contact the Parish Clerk in the first instance if you have any queries or concerns.

Personal Data stored by Long Newton Parish Council includes:-

Names/addresses/telephone numbers/email addresses of Parish Councillors and The Clerk. National Insurance/ HMRC details of The Clerk.

The Parish Council may update this policy from time to time by publishing a new version on its website.

This policy was approved and formally adopted by The Long Newton Parish Council at The Meeting of The Parish Council held on 11th September 2018 (552.18).

Signed .....

Keith Hissitt

Chairman Long Newton Parish Council