

# DATA PROTECTION 2019

# EATON BRAY PARISH COUNCIL

Email: [clerk@ebpc.co.uk](mailto:clerk@ebpc.co.uk) Website: [www.ebpc.co.uk](http://www.ebpc.co.uk)

## DATA PROTECTION 2019

### 1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

### 2. Who are we?

The Parish Clerk for Eaton Bray Parish Council is the Data Controller (contact details below). This means they decide how your personal data is processed and for what purposes.

### 3. How do we process your personal data?

Eaton Bray Parish Council complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

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

- Administration of the allotments
- Administration of the cemetery  
(Note: the Data Protection Act does not apply to the records of those who are interred at the cemetery)
- Administration of employment matters
- Correspondence sent to the Council
- Volunteer lists for specific activities/events

### 5. Sharing your personal data

Any personal data will be treated as strictly confidential and it is not passed onto a third party without the express consent of the data subject

### 6. Where is personal data held?

All Council paper documents are stored in filing cabinets in the parish council office or older documentation held in the Bedford archives. All computer records are stored on a Council computer, with anti-virus software, with back-up files stored on a separate hard drive and only accessible by the Parish Clerk.

We retain electoral roll data, held as paper copy in council files and only accessible by the Parish Clerk.

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## 7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request that the data controller provide details for which his/her personal data is held.
- The right to lodge a complaint with the Information Commissioners Office.

## 8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## 9. Contact Details

To exercise all relevant rights, queries or complaints, please in the first instance contact the Parish Clerk for Eaton Bray Parish Council.

## 10: Parish Clerk

Heidi Head, Eaton Bray Parish Council

Telephone: 01525 221464

Email: [clerk@ebpc.co.uk](mailto:clerk@ebpc.co.uk)

This Data Protection Policy was presented to Eaton Bray Parish Council.

### Signed for an on behalf of Eaton Bray Parish Council

|                 |                                     |
|-----------------|-------------------------------------|
| Name/Signature: | <i>Councillor Neil Cartwright</i>   |
| Position:       | <i>Chairman / Parish Councillor</i> |
| Date:           | <i>13<sup>th</sup> May 2019</i>     |
| Minute Record:  | <i>Page 1803 / item (12) (12.4)</i> |