

Tibshelf Parish Council and Village Hall Data Protection Policy

This policy applies the personal data relating to members of the public or other personal data processed for council business.

1. Introduction

This Data Protection Policy outlines the commitment of Tibshelf Parish Council and Tibshelf Village Hall (hereafter referred to as "the Council") to ensure that personal data is processed in accordance with data protection legislation, including the UK Data Protection Act 2018 and the General Data Protection Regulation (GDPR). The Council is committed to safeguarding the privacy of all individuals whose data it holds.

2. Purpose of the Policy

The purpose of this policy is to ensure that the Council processes personal data in accordance with the following data protection principles:

- Personal data is collected and processed lawfully, fairly, and transparently.
- Personal data is only collected for specified, legitimate purposes and is not further processed.
- Personal data is kept accurate and up-to-date.
- Personal data is kept for no longer than is necessary.
- Personal data is processed securely to prevent unauthorized access, loss, or destruction.

3. Scope

This policy applies to:

- All personal data processed by the Parish Council and Village Hall, including that of residents, hall users and volunteers.
- All staff, volunteers, and members of the Council who handle or have access to personal data.

4. Data Collection and Use

Personal data will only be collected for specific purposes, including but not limited to:

- Administering hall bookings and services.
- Administering burials and memorials.
- Communicating with residents about local activities and events.
- Processing payments and donations.
- Managing volunteers and staff for council activities.

We will only collect data that is necessary for the purpose it is being collected for, and we will inform individuals about how their data will be used.

5. Types of Personal Data Collected

The types of personal data we may collect include:

- Contact information (name, address, phone number, email address).
- Financial information (bank details, payment records).
- Volunteering and employment details (CV, references, emergency contact).
- Booking information (event details, hall bookings).

6. Lawful Basis for Processing Personal Data

The Council will process personal data based on one or more of the following lawful bases:

- Consent: Where we have obtained explicit consent from individuals to process their data.
- Contractual necessity: Where the processing is required for the performance of a contract (e.g., hall booking agreement).
- Legal obligation: Where processing is necessary to comply with legal obligations.
- Legitimate interests: Where the processing is necessary for legitimate interests pursued by the Council, provided these are not overridden by the individual's rights and interests.

7. Data Sharing

Personal data will not be shared with third parties unless required for the specific purposes outlined in this policy or where there is a legal obligation to do so. Any third parties with whom personal data is shared must comply with data protection standards in line with GDPR.

8. Data Security

The Council will take appropriate measures to safeguard personal data, including:

- Physical security measures (e.g., secure storage of paper records).
- Technical security measures (e.g., encryption, secure servers).
- Regular staff training on data protection practices.

9. Data Retention

Personal data will be retained only for as long as necessary to fulfill the purpose for which it was collected in-line with the Council's Data Retention Policy. When personal data is no longer required, it will be securely deleted or destroyed.

10. Rights of Data Subjects

Individuals whose data is processed by the Council have the following rights:

- The right to access their personal data.
- The right to rectify any inaccurate or incomplete data.

- The right to erase personal data under certain conditions (e.g., if the data is no longer necessary).
- The right to restrict or object to processing under certain conditions.
- The right to data portability (in certain cases).
- The right to withdraw consent at any time (if processing is based on consent).

11. Subject Access Requests (SAR)

Individuals have the right to request access to the personal data the Council holds about them. To make a Subject Access Request (SAR), individuals should submit a written request to the Council. The Council will respond to SARs in accordance with the GDPR, within one month of receiving the request.

To request access to your data, please contact the Council's Data Protection Officer.

The following information is required for processing a Subject Access Request:

- Full name of the individual.
- A description of the information requested.
- Contact details to respond to the request.

The Council will provide a copy of the personal data free of charge. If requests are excessive or repetitive, the Council may charge a reasonable fee or refuse to respond.

12. Data Protection Officer

The Council's Data Protection Officer (DPO) is the Parish Clerk:

theclerk@tibshelfparishcouncil.gov.uk

Or 01773 875093

The Village Hall

110 High Street

Tibshelf

Derbyshire

DE55 5NU

13. Data Breach Procedure

In the event of a data breach (e.g., loss or unauthorized access to personal data), the Council will take immediate steps to mitigate the impact of the breach and prevent further damage. The procedure for handling data breaches includes:

Identification and containment:

- The breach will be identified and contained as soon as possible.
- Assessment: The severity and impact of the breach will be assessed.

Notification:

- If the breach results in a risk to individuals' rights and freedoms, the affected individuals will be notified without undue delay.
- Reporting to the ICO: If necessary, the breach will be reported to the Information Commissioner's Office (ICO) within 72 hours of discovery, in accordance with GDPR.

Documentation:

- The breach will be documented, including its cause, impact, and the steps taken to mitigate it.

14. Complaints

If you believe your personal data has been mishandled, you have the right to lodge a complaint with the Information Commissioner's Office (ICO) or the Council's Data Protection Officer.

15. Policy Review

This policy will be reviewed annually or whenever there are significant changes to data protection laws or Council practices.

Approved by the Parish Council/Trustees of Tibshelf Village Hall

Date: 18/02/2025

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