



STAMFORD TOWN COUNCIL Data Protection Policy

Stamford Town Council recognises its responsibility to comply with the General Data Protection Regulations (GDPR) 2018 which regulates the use of personal data. This does not have to be sensitive data; it can be as little as a name and address.

GENERAL DATA PROTECTION REGULATIONS (GDPR)

The GDPR sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how personal information can be collected, handled and used. The GDPR applies to anyone holding personal information about people, electronically or on paper. Stamford Town Council has also notified the Information Commissioner that it holds personal data about individuals.

When dealing with personal data, Stamford Town Council staff and members must ensure that:

- i. **Data is processed fairly, lawfully and in a transparent manner**
This means that personal information should only be collected from individuals if staff have been open and honest about why they want the personal information.
- ii. **Data is processed for specified purposes only**
This means that data is collected for specific, explicit and legitimate purposes only.
- iii. **Data is relevant to what it is needed for**
Data is monitored so that too much or too little is not kept; only data that is needed should be held.
- iv. **Data is accurate and kept up to date and is not kept longer than it is needed**
Personal data should be accurate, if it is not it should be corrected. Data no longer needed will be shredded or securely disposed of.
- v. **Data is processed in accordance with the rights of individuals**
Individuals must be informed, upon request, of all personal information held about them.
- vi. **Data is kept securely**
There should be protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

STORING AND ACCESSING DATA

Stamford Town Council recognises its responsibility to be open with people when taking personal details from them. This means that staff must be honest about why they want a particular piece of personal information.

Stamford Town Council may hold personal information about individuals such as their names, addresses, e-mail addresses and telephone numbers. These will be securely kept at the Town Council office and are not available for public access. All data stored on Stamford Town Council office computers are password protected. Once data is not needed any more, is out of date or has served its use and falls outside the minimum retention time of Councils documentation retention policy it will be shredded or securely deleted from the computer.

Stamford Town Council is aware that people have the right to access any personal information that is held about them. Subject Access Requests (SAR) must be submitted in writing (this can be done in hard copy, email or social media). If a person requests to see any data that is being held about them, the SAR response must detail:

- i. How and what purpose personal data is processed
- ii. The period Stamford Town Council tend to process it for
- iii. Anyone who has access to the personal data

The response must be sent within 30days and should be free of charge.

If the SAR includes personal data of other individuals, Stamford Town Council must not disclose the personal data of the other individuals. That individual's information may either be redacted, or the individual may be contacted to give permission for their information to be shared with the Subject.

Individuals have the right to have their data rectified if it is incorrect, the right to erasure of the data, the right to request restriction of processing of the data and the right to object to data processing, although rules do apply to those requests.

CONFIDENTIALITY

Stamford Town Council members and staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.

Appendix 1 – To Stamford Town Council DATA PROTECTING POLICY Town Council Information Processing

The Town Council has notified the Information Commissioner that personal information may need to be processed for the following purposes:

- Staff, Agent and Contractor Administration
- Advertising, Marketing, Public Relations, General Advice Services
- Accounts & Records
- Staff Support Services
- Research
- Other Commercial Services
- Publication of the Town Council Newsletter
- Crime Prevention and Prosecution of Offenders

Complete details of the Town Council's current entry on the Data Protection Register can be found on the notification section of the Information Commissioner's web site: www.ico.org.uk

How to find Town Council's entry on the Information Commissioner's website:
Select the option to Search Register and when the search form is displayed type Stamford Council into the Name box and then click on Search

The register entry provides:

- a fuller explanation of the purposes for which personal information may be used;
- details of the types of data subjects about whom personal information may be held;
- details of the types of personal information that may be processed;
- details of the individuals and organisations that may be recipients of personal information collected by the Town Council;
- information about transfers of personal information.

As a Quality Council, Stamford Town Council is registered as follows with the Information Commissioner's Office:

Organisation name: STAMFORD TOWN COUNCIL

Order reference number: 02f1ffe20406

Registration reference: Z3088382

and fully supports the mission to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.