

# CONSTANTINE PARISH COUNCIL

## GENERAL DATA PROTECTION REGULATION AND DATA PROTECTION

The Act came into force on May 25, 2018 and replaces the Data Protection Act 1998.

The Act applies to 'personal data' relating to a living person who can be identified from it.

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

The Parish Council holds data that relates to living individuals and processes data.

The Parish Clerk is both the Data Controller and the Data Processor for Constantine Parish Council.

### **Personal Data held by Constantine Parish Council**

On the whole, the type of personal data Constantine Parish Council holds is limited to names, addresses, telephone numbers and email addresses

More detailed personal data is held for employees and councillors.

Constantine Parish Council does not share the personal data it holds.

### **INFORMATION AUDIT**

#### **Correspondence between members of the public and the Council including e-mails**

Contact details are supplied by the author of the letter or e-mail concerned

They are used to reply to the author of that correspondence

As a general rule, letters and e-mails are securely destroyed within three years of their receipt. However, Constantine Parish Council will keep some correspondence longer and on occasions permanently (for example, if legally required to do so)

Copies of correspondence may be requested by third parties under the Freedom of Information Act 2000. This will be supplied subject to the redaction of names and contact details, providing always that the information is not exempt under the Act.

#### **The full Electoral Register of residents of Constantine Parish**

An electronic copy of the Full Register is made available by Cornwall Council to Constantine Parish Council upon request

It is used to identify names and addresses of residents, in general for the purpose of contacting individuals by post

The details contained therein are neither shared with nor divulged to third parties

#### **Planning applications**

Cornwall Council electronically sends details of Planning Applications together with a request for observations from Constantine Parish Council. Paper copies of applications are made available at meetings at which they are discussed

Applications identify names and addresses of applicants

Names and addresses of applicants together with application details are forwarded electronically to Councillors and subsequently appear in both agendas and minutes of the meeting at which the Parish Council's observations are formulated

Once observations have been formulated, paper copies of applications are destroyed

#### **Councillors (both elected and co-opted)**

Constantine Parish Council holds and uses

Contact details including private telephone numbers and e-mail addresses

These details are supplied by the individual Councillor concerned

They are used to advise Residents of the Parish of their representatives and to allow them to contact individual Councillors about matters which concern them

Full contact details are divulged on the Council's website (some details may be absent at the request of individual Councillors)

Individual Councillor's Register of Interests are held in paper form by the Clerk: an electronic copy is available to view on Cornwall Council's website

### **Employees**

Constantine Parish Council holds and uses

The full employment details of every employee. This includes full name, date of birth, gender, National Insurance number, home address, the gross amounts paid, the tax deducted from those sums and the net sum paid to employees by the Council

Contact details including private telephone numbers and e-mail addresses

These details are supplied partly by employees and partly by HM Revenue and Customs

They are used to allow the Clerk to carry out his duties and to calculate the agreed salary

Full contact details are divulged on the Council's website and on correspondence from the Council.

Net pay for employees is divulged in agendas and minutes of meetings which are available to read on the Council's website

### **Contractors, Suppliers and Organisations**

Constantine Parish Council holds and uses

Contact details including telephone numbers and e-mail addresses

These details are supplied by the contractor, the supplier or the organisation concerned

### **Other individuals and organisation**

Constantine Parish Council holds and uses personal data with

Its internal and external auditors

Its insurance broker and the insurance company concerned

Cornwall Council

HMRC

The Parish Council's solicitor

### **Transfer of Personal Data abroad**

Constantine Parish Council's website is accessible from overseas, so some personal data (for example that contained in the minutes of a meeting) may be accessed from overseas

### **Management of Personal Data**

Personal data in paper and electronic form is held securely by the Clerk, who is the Data Controller

In the event of a personal data breach, the Clerk shall inform all those individuals whose data has been compromised either by letter or by e-mail

The Clerk shall maintain a written record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken

### **Responsibility to provide information**

Upon request, Constantine Parish Council will provide individuals with full details of the personal data it holds concerning that individual

### **Document review**

This document shall be reviewed in its entirety at each and every Annual Meeting of the Parish Council