

BAWDSEY PARISH COUNCIL

March 2022

Data Protection Statement

Bawdsey Parish Council is committed to complying not only with the letter but also the spirit of Data Protection Legislation. The accuracy and security of your personal information is a key responsibility of the Council and is recognised as an overriding factor in securing your trust and confidence.

The Council will only use the information it holds about you for the purpose you provided it or as permitted by law. It will also only collect the minimum information necessary to fulfil that purpose.

Bawdsey Parish Council is a Data Controller and is registered with the Information Commissioners Office

What data do we hold?

Bawdsey Parish Council holds only low level data about individuals: names, addresses, e-mail addresses and telephone numbers.

Where do we hold data?

Data is held on the Clerk's laptop and in paper format at the home of the Council Clerk.

How do we secure our data?

The Clerk's Laptop is protected, and a secure password is needed to access the data. All hard copies of data stored by the Council is in a filing cabinet locked in the home of the Council Clerk.

How do we ensure information about data held is disclosed only to the data subject?

When a Subject Access Request is received relevant security checks will be carried out. Where the Data Protection Officer is not 100% confident these have been passed the information will not be released.

How long do we hold personal data?

BPC is required by law to hold certain documentation, such as minutes and insurance papers, in perpetuity. Other documentation is required to be kept for seven years (for example accounts). All other personal data is only to be kept if:

1. Consent from the data subject is held
2. The data is necessary for the performance of a contract
3. We have a separate legal obligation to hold it
4. Holding the data is vital to protect the interests of the data subject or another person
5. Holding the data is in the public interest or
6. We have a legitimate interest to hold it, except where this interest is overridden by the interests, rights or freedoms of the data subject.

BPC reviews the data it holds on an annual basis and any that is no longer required is destroyed

How are Councillors made aware of their obligations?

All BPC Councillors have received instruction on how to manage data they hold on either private devices or as hard copy. This is re-emphasized annually and training is also available.

Tina Hughes

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