

Bentley Parish Council

GDPR STATEMENT OF COMPLIANCE

Bentley Parish Council have read the Information Commissioner's Office guidelines for compliance with the new General Data Protection Regulation (GDPR) rules. The document that follows explains how it complies. If you have given the Parish Council your address (by email, letter or invoice) you should read this to reassure yourself that your data is being dealt with responsibly.

1. **Awareness:** The Clerk, Bentley Parish Council, and Council Officials (Tree Warden, Footpath Warden) have been made aware of actions to take should they come into contact with any residents' data that would allow them to be identified.
2. **Information Held:** E-mail addresses of people who send e-mails – Postal addresses from letters from individuals and the Electoral Register. This information is shared with Councillors and no-one else.
3. **Individuals' Rights:** Any individual who has sent in personal data such as addresses will be issued with Bentley Parish Council's Privacy Notice which states that they have read and understood the Notice and agree by - signing and returning the form - that the Council may process personal information for providing information and correspondence for an undisclosed time or until the individual requests its removal. Individuals have the right to request modification of the information that the PC keeps on record and have the right to withdraw consent and request that their details are removed from the PC's database.
4. **Communicating Privacy Information:** Bentley Parish Council will review its current policies and formally adopt them.
5. **Lawful Basis for Processing Personal Data:** As a Council we are required to hold and process residents' data where they have given permission to do so. We have reviewed the Data Protection Policy and have adopted the SLCC Management of Transferable Data Policy, Retention and Disposal Policy, Appendix A : List of Documents for Retention or Disposal, Information & Data Protection Policy, Social Media & Electronic Communication Policy and General Data Protection Regulations (Service) Consent to hold Contact Information.
6. **Subject Access Requests:** Should residents or suppliers require access to data held on them we would supply the information within 7 working days.
7. **Consent:** See 3 above – We will seek consent via Bentley Parish Council's Privacy Notice to everybody we hold data on.
8. **Data Breaches:** Bentley Parish Council will follow the Management of Transferable Data Policy Breach Procedures (10) - any breaches must be reported to the Clerk. The Clerk protects electronic data through anti-virus software.

If the Clerk is found to be in breach of the policy the breach will be dealt with under Bentley Parish Council's Disciplinary Process.

9. **Children:** No children's data is held – should a child resident e-mail Bentley Parish Council then the parents will be approached to ask permission to deal with them.

Bentley Parish Council

10. **Data Protection by Design & Data Protection Impact Assessments:** Bentley Parish Council have familiarised themselves with ICO Code of Practice and SLCC documents.
11. **Data Protection Officers:** _ Our current understanding is that Parish Councils are exempt from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation but this will be reviewed should the law change.
12. **International:** Bentley Parish Council only operates in the UK.

Clerk – Bentley Parish Council

4 May 2018