**CYNGOR CYMUNED LLANSANTFFRAID GLYN CEIRIOG COMMUNITY COUNCIL**

Llansantffraid Glyn Ceiriog Community Council recognises its responsibility to comply with the 2018 General Data Protection Regulation. The General Data Protection Regulation retains the existing legal principles of the 1998 Data Protection Act and adds some additional protections as to how personal data and sensitive personal data can be used.

**THE DATA PROTECTION ACT**: The Data Protection Act 1998 set out high standards for the handling of personal information and protecting individuals’ rights for privacy. It also regulated how information can be collected, handled and used. The Data Protection Act applies to anyone holding information about people electronically or on paper.

**THE GENERAL DATA PROTECTION REGULATION**: The General Data Protection Regulation 2018 says that the information provided to people about how we process their personal data must be concise, transparent, intelligible and easily accessible, written in clear and plain language. As a local authority Llansantffraid Glyn Ceiriog Community Council has procedures in place to ensure that it complies with the General Data Protection Regulation 2018 when holding personal information.

When dealing with personal data Llansantffraid Glyn Ceiriog Community Council staff (at the time of drafting this policy this includes the Clerk and Community Agent) and Councillors must ensure that:-

* IT IS PROCESSED FAIRLY AND LAWFULLY This means that information should only be collected from individuals if staff and Councillors have been open and honest about why they want the information.
* IT IS PROCESSED FOR SPECIFIED PURPOSES ONLY
* IT IS RELEVANT TO WHAT IT IS NEEDED FOR Data will be monitored so that too much or too little is not kept; only data that is needed should be held. –
* IT IS ACCURATE AND KEPT UP TO DATE Personal data should be accurate, if it is not it should be corrected. –
* IT IS NOT KEPT LONGER THAN IT IS NEEDED –
* IT IS PROCESSED IN ACCORDANCE WITH THE RIGHTS OF INDIVIDUALS This means that individuals must be informed, upon request, of all the information held about them
* IT IS KEPT SECURELY This means that only staff and Councillors can access the data, it should be stored securely so it cannot be accessed by members of the public.

**COLLECTING DATA** Llansantffraid Glyn Ceiriog Community Council recognises its responsibility to be open with individuals when taking personal details from them. This means that staff must be honest about why they want a particular piece of information. If, for example, a member of the public gives their phone number to staff or a member of Llansantffraid Glyn Ceiriog Community Council, this will only be used for the purpose it has been given and will not be disclosed to anyone else.

**STORING AND ACCESSING DATA** Llansantffraid Glyn Ceiriog Community Council may hold information about individuals such as their addresses and telephone numbers. These are kept in a secure location at the Clerk’s place of residence and are not available for the public to access. All data stored on a computer is password protected. Similarly, data held by the Community Agent is held by him/her only, information is password protected. Access to data held by the Community Agent is specific to his/her role and access by Councillors to this data available only after consulting with the Community Agent and Clerk). Once data is no longer needed (or in the case of the Community Agent – the case is closed), if it is out of date or has served its use, it will be shredded or deleted from the computer. The Community Council is aware of the individual’s right to access any information that is held about them. If a person requests to see any data held about them, they: -

* Must be sent all of the information that is being held
* There must be explanation why it has been stored
* There must be a list of who has seen it
* and this information provided within one month of receipt of the request

Requests that are manifestly unfounded or excessive may be refused. If a request is refused, a reason must be given. If an individual requests that their data is rectified or erased, this will be carried out.

**DISCLOSURE OF INFORMATION** If a councillor needs to access information to help carry out their Council duties, they are only able to access as much information as necessary and it should only be used for that specific purpose. However, before access obtained any sensitive information about a person, they will need consent to do this from the Clerk.

**CONFIDENTIALITY** Llansantffraid Glyn Ceiriog Community Council 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.

If a data breach is identified the ICO must be informed within 72 hours and an investigation will be conducted.

**May 2018**