



## **STURMINSTER NEWTON TOWN COUNCIL**

### **General Data Protection Regulations Policy**

**Adopted on:** 22<sup>nd</sup> May 2018

**Reviewed:** Town Council Meeting 7<sup>th</sup> October 2021

#### 1 Introduction

An essential activity of Sturminster Newton Town Council is the requirement to gather, process and store information about its employees, people in the community, suppliers, business contacts and other sources in order to operate efficiently.

The Town Council will seek the consent of individuals and companies to hold their personal data, where possible to do so. Records of those consenting will be kept.

#### 2 General Data Protection Regulations

Article 5 of the General Data Protection Regulations requires that personal data shall be:

- a. Processed lawfully, fairly and in a transparent manner in relation to individuals;
- b. Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes: further processing or archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c. Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d. Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that is inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e. Kept in a form which permits identification of data subjects for no longer than necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals;
- f. Processed in a manner that enables appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical and organisational measures.

### 3 Privacy Policy

Sturminster Newton Town Council is committed to protecting and respecting the privacy of everyone and of ensuring it is fully compliant under the General Data Protection Regulation.

This policy (together with any other documents referred to within it) sets out the basis on which any personal data we collect, or is provided to us, will be processed. The following policy sets out the Town Council's practices regarding the collection and processing of personal data and how we treat it.

#### a. Personal Data we may collect:

"Personal data" is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps identify a living individual. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (GDPR) and other legislation relating to personal data and rights such as the Human Rights Act.

#### b. Data Controllers:

Sturminster Newton Town Council is the data controller for all data collected.

Other data controllers the council works with:

- Town, District and County Councillors
- Local Groups and Organisations
- Sports Clubs
- DCC Occupational Health
- North Dorset District Council
- Dorset County Council
- Funeral Directors
- Stonemasons
- Charities
- Contractors

We may need to share personal data that we hold with them so that they can carry out their responsibilities to the Council. If we and other data controllers listed above are processing data jointly for the same purposes, then the Council and other data controllers may be "joint data controllers" which means that we are all collectively responsible for the data. Where each of the parties listed above are processing data for their own independent purposes then each of us will be independently responsible.

### 4 Individual rights and their personal data

Individuals have the following rights with respect to personal data:

When exercising any of the rights listed below, in order to process a request, we may need to verify identity for security. In such cases we will need the individual to respond with proof of identity before they can exercise these rights.

#### a. The right to access personal data we hold

At any point an individual can contact us to request the personal data we hold as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received a request we will respond within one month.

There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administration fee.

- b. The right to correct and update the personal data we hold

If the data we hold is out of date, incomplete or incorrect, individuals can inform us and the data will be updated.

- c. The right to have personal data erased

If an individual feels that we should no longer be using their personal data or that we are unlawfully using it, they can request that we erase the personal data we hold.

When we receive a request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it to comply with a legal obligation).

- d. The right to object to processing of personal data or to restrict it to certain purposes only

Individuals have the right to request that we stop processing their data or ask us to restrict processing. Upon receiving the request, we will contact the person concerned and let them know if we are able to comply or if we have a legal obligation to continue to process the data.

- e. The right to data portability

Individuals have the right to request that we transfer some of their data to another controller. We will comply with a request, where feasible to do so, within one month of receiving it.

- f. The right to withdraw consent to the processing of data to which consent has been obtained

Individuals can withdraw their consent easily by telephone, email, or post (see contact details below).