

## **WHITCHURCH AND GANAREW GROUP PARISH COUNCIL**

### **DATA PROTECTION POLICY**

#### **INFORMATION REGARDING THE PARISH COUNCIL**

##### **PARISH COUNCIL MEETINGS**

Residents attending a Parish Council meeting do not have their names recorded – simply the number of residents attending.

Residents addressing the Council under the agenda item – Open discussion for the public – do not have their names recorded in the meeting minutes.

##### **NAMES AND CONTACT DETAILS OF MEMBERS OF THE PUBLIC HELD ON THE PARISH COUNCIL DATA BASE**

The only data base held by the Council is for the electronic distribution of the Parish Council Newsnotes highlighting the activities of the Council.

The contact detail has been given and approved by each resident wishing to have these Newsnotes.

The information is not used for any other purpose.

With each Newsnotes circulation the Council remind the subscribers that if they no longer wish to receive copy then they should inform the Clerk who will arrange to have their name and contact details deleted from the Council database.

##### **CORRESPONDENCE FROM MEMBERS OF THE PUBLIC**

Correspondence sent to the Clerk from residents.

Any correspondence received is only circulated to the Council members for their consideration in preparation for a Council meeting when the resident has given their permission.

Following discussion at the relevant Council meeting the correspondence is then deleted or destroyed.

If the correspondence sent to the Clerk is held only with the Clerk who describes the content at the meeting then no reference is made to the resident unless their permission has been given.

Correspondence sent to Parish Council members from residents.

This is usually copied by the Council member to the Clerk for information.

If circulation to other Council members is required the same procedure applies as described above.

##### **DATA HELD ON PARISH COUNCIL MEMBERS**

The Council website gives the names and specified contact detail of each Council member.

Each Council members has given their permission for this information to be published.

The Clerk holds the contact details of each Council member with their approval.

This is for the purpose of conducting and communicating the business of the Council.

Should a member leave the Council then their details are deleted from the website and Council files. Herefordshire Council are also informed so that the detail shown on their website Register of Interests can be deleted for that member.

## **DATA PROTECTION OFFICER**

Under the Data Protection Act 2018 the Parish Council has appointed a Data Protection Officer. The Officer reviews the systems used by the Council and ensures that any Data Base material held remains confidential and the policies of the Council maintained.

## **RECORD KEEPING**

The Clerk holds the files regarding Council business for 4 years. Minutes and other relevant documents required by the Herefordshire Council Records Archives are then transferred other material being delated or destroyed.

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