

Aighton Bailey and Chaigley Parish Council

Data Protection Act 2018

1. Background and relevance.

The act came into force on 25th May 2018. The Act replaced the Data Protection Act 1998. The Act applies to 'personal data', that is data relating to a living person who can be identified from that data. 'Processing data' means any operation performed on that personal data such as collection, recording or use.

The Parish Council does have data that relates to living individuals and does process data.

2. Information Audit.

The type of information the Council holds tends to be limited to name, address, telephone number and email address.

More detailed information is held for employees, i.e. the Parish Clerk, and for contractors.

In the normal course of business the Parish Council will receive personal data in connection with the following council activities:

- Parish Council members, and members of working parties with other parish organisations.
- Liaison with the Memorial Hall Committee
- Administration of employment matters
- Correspondence sent to the Council.

Services relating to children – the Parish Council does not have any services directly relating to individual children: it does own and maintain the playground and the Bayley Field. It is aware that should circumstances change, the relevant Data Protection issues will need to be taken into consideration.

3. Sensitive data.

The Act requires 'sensitive data' to be treated differently. Categories of sensitive data include racial or ethnic origins, political opinions, religious beliefs, health issues, and gender and sexual orientation.

The Parish Council does not collect such data.

Where the Council carries out or liaises with village wide surveys, the questions are not generally asked on a topic that is classified as sensitive.

4. Storage of Data.

All council paper documents are stored in locked premises, the homes of Parish Clerks and individual parish councillors. None are held in buildings with open access.

Currently, the Parish Clerk holds certain records on a computer. Individual parish councillors, in the course of their duties, do hold records on computers, including in cloud storage. All these records are password protected with anti-virus software.

5. How the data is used.

Data is only used for the purpose it has been supplied.

Data is not passed onto a third party without the express consent of the data subject.

The Parish Council does not sell data, and never has done.

6. Subject access requests.

A request for a copy of information held can be made, and we will respond within one month. All requests should be made in writing to the Parish Clerk as below, with your name, address, phone number and contact details, and a copy of an identification document, e.g. a recent utility bill or a passport.

7. Data Protection Officer.

The Parish Clerk fulfils the role of Data Protection Officer.

The Parish Clerk can be contacted at:

Frances Ahearne, 17 Smithy Row, Hurst Green, Clitheroe BB7 9QA.

01254 826602.

clerk@aightonbaileyandchaigley-ipc.gov.uk