



Battle Town Council



DATA PROTECTION POLICY

1. Introduction

- 1.1 The Council holds and processes information about employees, Councillors, residents and customers, and other data subjects for administrative and commercial purposes.
- 1.2 When handling such information the Council, and all staff or others who process or use the information, must comply with the Data Protection principles as set out in the General Data Protection Act 2018 (the Act).

2. Data protection principles

- 2.1 There are six principles set out in the Act, which in summary state that data shall be:
 - Fair and Lawful - processed lawfully, fairly and in a transparent manner in relation to individuals;
 - Purposeful – collected for specified, explicit and legitimate purpose and not further processed in a manner that is incompatible with those purposes;
 - Adequate – adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
 - Accurate – accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
 - Retained – kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;
 - Secure – processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisations measures.

3. Responsibilities

- 3.1 The Asst to Town Clerk is the Data Controller and must ensure that any processing of personal data for which they are responsible complies with the Act.
- 3.2 The Data Protection Officer is the Clerk, who acts on behalf of the Council, and is responsible for:
 - fully observing conditions regarding the fair collection and use of information
 - meeting the Council's legal obligations to specify the purposes for which information is used



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- collecting and processing relevant information, only to the extent that is required to fulfil operational needs/to comply with legal requirements
- ensuring the quality of information used
- applying strict checks to determine the length of time that information is held
- ensuring that the rights of the people whose information is held are able to be fully exercised under the Act
- taking appropriate technical and organisational security measures to safeguard personal information
- ensuring that personal information is not transferred abroad without suitable safeguards
- ensuring that everyone managing and handling personal information
 - fully understands that they are contractually responsible for following good practice in terms of protection
 - is adequately trained to do so
 - is appropriately supervised

4. Storage and retention

4.1 Personal data are kept in paper-based systems and/or on a password-protected computer system.

4.2 The Council will keep different types of information for differing lengths of time, depending on legal and operational requirements. More information can be found in the Council's Document Retention Scheme.

5. Access to information

5.1 Any employees, Councillors, residents, customers and other data subjects have a right to:

- ask what personal information the Council holds
- ask what this information is used for
- be provided with a copy of the information
- be given details of the purposes for which the Council uses the information and any other persons or organisations to whom it is disclosed
- ask that any incorrect data held is corrected

5.2 If it is felt by the data subject that any personal information held is incorrect the individual may request that it be amended. The Council must advise the individual within 21 days whether or not the amendment has been made.



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6. Breach of policy

- 6.1 Compliance with the Act is the responsibility of all Councillors, residents, customers and members of staff. Any deliberate or reckless breach of the policy may lead to disciplinary action and where appropriate, legal proceedings.
- 6.2 Any individual who believes that the Council has breached any of the requirements of the General Data Protection Act 2018 should raise the matter with the Clerk. Alternatively, a complaint can be made to the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

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