

# SNETTISHAM PARISH COUNCIL – POLICIES

## **DATA PROTECTION POLICY**

### Contents

I	Statement.....	1
II	Permission Form .....	1

## **I Statement**

Snettisham Parish Council has a desire, as well as a duty, to protect your personal information. To this end:

1. You have a right to see and correct any information we have about you;
2. When we receive your personal data, we will agree with you how long and for what purposes we will hold it;
3. Your data will be held on a password-protected system;
4. We will not hold any “sensitive data” as defined in the GDPR;
5. We will not share your data with others without your permission, unless legally required to do so;
6. Unless it is held for purposes allowed under the GDPR you have the right to request the removal of such data;
7. Council is the Data Controller and the Clerk the Data Processor under GDPR; Council has not appointed a Data Protection Officer – one will be engaged if required;
8. Until such time as an email policy is re-drawn, there will be a statement on all emails sent by Council: “Council draws your attention to its Data Protection Policy available on our website. We will keep correspondence in order that we can demonstrate that we have dealt with your request, or to contact you on similar matters which may interest you in future; if you do not wish us to do so, please inform us at any time.” If your emails are forwarded to or by councillors or staff any personal details will be deleted.

We have attempted to make this statement as simple and clear as possible. No omission restricts your rights in any way, but we believe for clarity it is best to concentrate on what we are required to say, and on those issues which are likely to occur in our day-to-day dealings with Members of the Public.

## **II Permission Form**

When required the attached form should be used.

**This policy and attached permission form approved by Council on 7<sup>th</sup> November, 2018 as minute ref: 2018.11.07.11.c.i**

Date of original adoption – 7/11/2018

Date this version adopted – as above

Date(s) of Review – 5/5/21

Document checked as accessible – 16/4/21

**DATA PROTECTION PERMISSION FORM**

I give Snettisham Parish Council permission to hold my personal information as below; please only give the information you wish, or need, to:

**Name:**

Address:

Phone number(s):

Email:

**Please choose one of these statements:**

I give that permission for the following purposes only – please list – and understand that once that issue has been dealt with, the information and this form will be destroyed:

**Or** I am content for the information to be held for five years, in order that Council may contact me on matters which may interest me, beyond my immediate enquiry – please state “yes”.

**Signed:**

**Date:**