

CRANFORD PARISH COUNCIL



Data Protection policy

Introduction

Cranford Parish Council collects and processes personal data to deliver its services and perform its statutory obligations.

The council recognises its responsibility to comply with the General Data Protection Regulations (GDPR) 2018 which regulates the use of personal data.

GDPR principles

The GDPR sets out seven key principles designed to protect individuals' personal data, i.e.

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality (security)
- Accountability

The council is accountable for ensuring that personal data it collects or processes is

- (a) processed lawfully, fairly and in a transparent manner in relation to individuals ('lawfulness, fairness and transparency')
- (b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; ('purpose limitation')
- (c) adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed ('data minimisation');
- (d) accurate and, where necessary, kept up to date; ('accuracy')
- (e) kept in a form which permits identification of individuals for no longer than is necessary for the purposes for which the personal data is processed ('storage limitation')
- (f) 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 organisational measures ('integrity and confidentiality').

Individuals' rights

The GDPR also provides individuals with the right to

- be informed about the collection and use of their personal data
- access and receive a copy of their personal data, and other supplementary information
- have inaccurate personal data rectified, or completed if it is incomplete
- have personal data erased
- request the restriction or suppression of their personal data
- obtain and reuse their personal data for their own purposes across different services
- object to the processing of their personal data in certain circumstances
- challenge automated individual decision-making and profiling

Cranford Parish Council's responsibilities

The council will

- manage its registration with the Information Commissioner's Office, the regulator of data protection and other information rights legislation;
- ensure that the GDPR principles lie at the heart of the council's approach to processing personal data;
- acknowledge and fulfil the rights of individuals set out in the GDPR;
- adhere to the appropriate stipulations for processing personal data, e.g. those issued by the Information Commissioner's Office, those issued by Electoral Services at NNC regarding the use of the Full Register of Electors;
- appoint a Data Protection Officer (currently Northamptonshire County Association of Local Councils (NCALC));
- seek guidance as required from its appointed Data Protection Officer; and
- report any personal data breach immediately to its appointed Data Protection Officer