

EATON BRAY PARISH COUNCIL

DATA PROTECTION ACT 2018

Keeping your personal information safe and secure is our top priority. That's why we're getting in touch to tell you about some changes relating to the introduction of the new Data Protection Law on 25th May 2018.

The changes don't alter what we use your personal information for, but will make it easier for you to understand how we hold information.

Information Audit

The type of information the Parish Council holds tends to be limited to name, address, telephone number and email address. More detailed information is held for employees.

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

- Administration of the allotments
- Administration of the cemetery
(Note: the Data Protection Act does not apply to the records of those who are interred at the cemetery)
- Administration of employment matters
- Correspondence sent to the Council
- Volunteer lists for specific activities/events

The Parish Council is sent a copy of the electoral roll which updates through the year and held by the Parish Clerk. The Data Protection issues associated with the electoral roll are the responsibility of Central Bedfordshire Council. The Parish Council does not permit any third party to view the document.

Services relating to children – the Council do not have any services directly relating to children. It is aware that should that circumstance change, the relevant Data Protection issues will need to be taken into consideration.

The law is changing to ensure that the Parish Council gives your personal information the respect and security it deserves.

The Act requires sensitive data to be treated differently. Categories of sensitive data include racial or ethnic origins, political opinions, religious beliefs, health issues. The Parish Council does not collect such data.

Where the Council carried out village wide surveys, such as in the Neighbourhood Plan, questions are not generally asked on a topic that is classified as sensitive. Any responses to consultations which contain personal details, name/address, the information is stored with the Parish Clerk (electronic/paper) and does not permit any third party to view the information.

All Council paper documents are stored in filing cabinets in the parish council office or older documentation held in the Bedford archives. All computer records are stored on a Council computer, with anti-virus software, with back-up files stored on a separate hard drive and only accessible by the Parish Clerk. The Council does not utilise icloud storage.

How is data used by the Parish Council?

- The Data held by the Council 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 Council does not routinely share or sell data, and never has done.

Data Protection Officer

The Parish Clerk fulfils the role of Data Protection Officer for Eaton Bray Parish Council.

You do not need to take any action.

If you would like a full copy of the Council's Data Protection Policy then please contact the Parish Clerk.

Thank you.

Heidi Head, Parish Clerk
Eaton Bray Parish Council

Telephone: 01525 221464 - Email: clerk@ebpc.co.uk - Website: www.ebpc.co.uk

Follow Eaton Bray Parish Council on Facebook and
Keep up to date with what is going on in the

