

## Data Protection Policy

**Approved at Annual Council Meeting on 20<sup>th</sup> May 2019 (Minute 22/19/20)**

As “Data Controller” under the General Data Protection Regulation Charlton Kings Parish Council recognises its responsibility to comply with current legislation. The Regulation regulates the use of personal data that relate to a living individual who can be identified from that data, or from that data and other data held by the data controller. Such data may comprise only a single name and address.

The Parish Council will not collect “Sensitive Data”, which is information such as someone’s racial or ethnic, political, religious, health, sexual or criminal record attributes.

The General Data Protection Regulation sets out high standards for the handling of personal information and protecting individuals' rights to privacy. It also regulates the ways in which personal information can be collected, handled and used. **The Regulation applies to anyone holding personal information about people, both electronically and on paper.**

### **Publication schemes**

Every public authority must prepare and publish a “Publication Scheme” which sets out the classes of information that the authority publishes or intends to publish, how that information may be obtained and any charge that is made for it. The Parish Council has approved a Publication Scheme that is published on our website and kept up to date.

When dealing with personal data, Charlton Kings Parish Council officers and Councillors will ensure that they comply with the data protection principles that are designed to achieve compliance with the legislation.

Charlton Kings publishes two Privacy Policies, one general notice and one for staff, councillors and role holders. These set out details of the data processed and how it is used.

### **Making a “Subject Access Request”**

If you believe that we hold information about you and would like to see that information, please complete a ‘Subject Access Request’ form and bring it, in person, to the Council office.

The rules governing the processing of applications for disclosure of personal information are complex, and the Parish Council will always be guided by advice from the Information Commissioner’s Office <http://www.ico.gov.uk/> .

An individual's personal data is exempt from release under the Freedom of Information Act and the Environmental Information Regulations.

**A SUBJECT ACCESS REQUEST form follows on the next page**

## General Data Protection Regulation

**Subject Access Request**, requiring disclosure of personal information believed to be held by the Parish Council.

### Details of the data subject

Title (Mr. Mrs. Miss. Ms. Other):	
Surname:	
First name(s):	
Address:	
Post Code:	
Telephone: Landline No.	Mobile No.
Email:	

Before we can process this application and in order to ensure that we give information only to the correct person, we will need you to provide, in person, original evidence to prove your identity, e.g. a valid photo ID driving licence or passport **and** an original, recent utility bill, bank statement or council tax bill showing your name and address. We will not retain copies of this information.

**Please read the following declaration carefully, then sign and date it.**

**I certify that the information supplied to Charlton Kings Parish Council on this application form is true. I understand that it is necessary for the Council to confirm my identity and it may be necessary to obtain more detailed information in order to locate the correct information.**

Name:

Signature:

Date:

Document No.	Document Name	Date of Last Review	Date Adopted	Date of Next Revision	Notes
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