

Data Protection Policy - for Staff and Councillors



Confidentiality

Flore Parish Council's members and staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.

1. Everyone who works for, or on behalf of, the Parish Council has some responsibility for ensuring data is collected, stored and handled appropriately, in line with this policy and other data protection policies.
2. The Parish Council's Data Protection Officer is Danny Moody who is based at Northants County Association of Local Councils.
3. You should only access personal data covered by this policy if you need it for the work you do for, or on behalf of, the Parish Council and only if you are authorised to do so. You should only use the data for the specified lawful purpose for which it was obtained.
4. You should not share personal data informally.
5. You should keep personal data secure and not share it with unauthorised people.
6. You should regularly review and update personal data which you have to deal with for work. This includes telling us if your own contact details change.
7. You should not make unnecessary copies of personal data and should keep, and dispose of, any copies securely.
8. You should use strong passwords in accordance with our Data Security and Password Policy.
9. Consideration should always be given to encrypting personal data before transmitting out to a recipient outside the Parish Council.
10. Consider anonymising data or using separate keys/codes so that the data subject cannot be identified.
11. Do not save personal data to your own personal computers or other devices.
12. Personal data should never be transferred outside the European Economic Area except in compliance with the law and authorisation of the Data Protection Officer/Data Protection Manager.
13. You should lock drawers and filing cabinets where possible. Do not leave paper with personal data lying about.
14. Printed personal data should be shredded and disposed of securely when you have finished with it.
15. You should ask for help from Danny Moody if you are unsure about data protection or if you notice any areas of data protection or security we can improve upon.
16. Any deliberate or negligent breach of this policy by you may result in disciplinary action being taken against you in accordance with our disciplinary procedure.
17. It is a criminal offence to conceal or destroy personal data which is part of a subject access request (see below). This conduct would also amount to gross misconduct under our disciplinary procedure, which could result in your dismissal.

Sharing your personal data



18. Sometimes we might share your personal data with companies to carry out our obligations under our contract with you or for our legitimate interests.
19. We require those companies to keep your personal data confidential and secure and to protect it in accordance with the law and our policies. They are only permitted to process your data for the lawful purpose for which it has been shared and in accordance with our instructions.
20. The third parties we use who may hold personal data about you are:
 - HMRC
 - Pension Schemes

Retention of staff information post-employment

21. After you have left the Parish Council, we will retain the information we hold about you for a period of six years to enable us to comply with our legal obligations in respect of, for example, HMRC and the Department of Work and Pensions. We will also retain it to enable us to deal with any issues that arise relating to your employment after you have left. This is in our own legitimate interests.