


Congresbury Parish Council

DATA PROTECTION POLICY

Date of adoption by Parish Council	13 th May 2019	Next review date	May 2019
Signature of Chairman of Parish Council		Policy reference	POL-007

1. Introduction

From 25 May 2018, the Data Protection (Charges and Information) Regulations 2018 requires every organisation or sole trader who processes personal information to pay a data protection fee to the ICO, unless they are exempt. Failure to do so is a criminal offence.

2. Registration details

Congresbury Parish Council is registered with the Information Commissioners Office as detailed below.

Registration Number: Z7487205

Date Registered: 16 December 2002 **Registration Expires:** 15 December 2019

Organisation Name: Congresbury Parish Council

Address:

Orchard House
The Old School Rooms
Station Road
Congresbury
North Somerset
BS49 5DX

3. Principles of data protection

The Act stipulates that anyone processing personal data must comply with the Eight Principles of good practice. These principles are legally enforceable. Councillors, members of staff and volunteers for Congresbury Parish Council must make sure that the information is;

- Used fairly and lawfully
- Used for limited, specifically stated purposes
- Used in a way that is adequate, relevant and not excessive

- Accurate
- Kept for no longer than is absolutely necessary
- Handled according to peoples data protection rights
- Kept safe and secure
- Not transferred outside the UK without adequate protection

There is stronger legal protection for more sensitive information, such as;

- Ethnic background
- Political opinions
- Religious beliefs
- Health
- Sexual health
- Criminal records

Further information is available at: <https://www.gov.uk/data-protection>