

DATA PROTECTION POLICY Approved by Council on the August 2018

Cowley & Birdlip Parish Council under the General Data Protection Regulation 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 Parish Council. 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 and kept up to date. When dealing with personal data, Cowley and Birdlip Council officers and Councillors will ensure that they comply with the data protection principles that are designed to achieve compliance with the legislation.

Cowley & Birdlip Parish Council publishes a Privacy Policies, used for both general notice and also 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 contact the Clerk to the Parish Council. You will need to complete a form and bring it, in person, to the Council office. Before we can process any application and in order to ensure that we give information only to the correct person, we would 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. The Parish Council will not retain copies of this information.

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.