

WESTHOUGHTON TOWN COUNCIL

GENERAL DATA PROTECTION REGULATION (GDPR) WITH EFFECT FROM 25TH MAY, 2018.

THE POLICY RELATES SPECIFICALLY TO WESTHOUGHTON TOWN COUNCIL

1. The new GDPR replaces the Data Protection Act 1998.
2. The Town Clerk is the Data Protection Controller and the Data Processor and is responsible for collecting and storing data on a password protected computer, on a backup disk which is stored in a strong-room, and in a locked filing cabinet. Only the Town Clerk, or in some circumstances, the Deputy Town Clerk, can access the data
3. The Westhoughton Town Council is not required to appoint a Data Protection Officer (Regulations amended for Parish Councils).
4. GDPR emphasises transparency and openness and the Town Council will comply with the legislation and process data in a lawful manner. Councillors, staff, Committees and Sub-Committees must apply data protection legislation in their work.
5. The Data Protection Controller will promptly report any breaches in the storage of personal data to the ICO immediately and where possible no later than 72 hours after having become aware of the breach.
6. An individual who has suffered damage as a result of a breach can claim compensation from the Town Council.
7. A Subject Access Request is free of charge and the time limit for a response is one calendar month and the Data Protection Controller (Town Clerk) will deal with any such requests.
8. The Town Council's Privacy Notice is freely available.
9. The Town Council will annually review the policy, including the Privacy Notice, the storage of personal data, Subject Access Requests.
10. GDPR and the security of personal data will be taken into account if any new I.T. system is launched and a Data Protection Impact Assessment will be conducted if believed necessary.
11. Individuals will be advised that they have the right to correct data, opt out of processing activities and have the right to request that personal data is deleted. The above must be in writing or by e-mail to the Data Protection Controller
(Town Clerk).

12. Personal data will only be used for a specific processing purpose as listed in the General Privacy Notice, with a minimum amount of data being stored for a minimum amount of time with appropriate security and protection.
13. Personal data will not be shared with a third party.
14. The Data Processor (Town Clerk) will obtain written consent, when required, before processing Personal data, in order to comply with GDPR.
15. Councillors and Staff will attend Training Courses, when courses are available
16. The General Privacy Notice is displayed on the Town Council web site.