



# NEW MILTON T O W N C O U N C I L

New Milton Town Council, Town Hall, Ashley Road, New Milton, Hampshire BH25 6AS

t. 01425 619120 e. [info@newmiltontowncouncil.gov.uk](mailto:info@newmiltontowncouncil.gov.uk)

[www.newmiltontowncouncil.gov.uk](http://www.newmiltontowncouncil.gov.uk)

## **Data Protection Policy & Information Security Policy**

New Milton Town Council recognises its responsibility to comply with the General Data Protection Regulations (2018) which have replaced the Data Protection Act of 1998. The initial act regularised the use of personal data, which can be as little as a name and address. It does not have to be considered sensitive data. New Milton Town Council is registered with the Information Commissioner stating that it holds personal data.

The more recent act known as G.D.P.R. expands on this by broadening definitions of 'data', changes accountability criteria and has new rules about data breaches. It also regulates how personal information can be collected, handled and used whether on paper or electronically. This is all with the renewed aim of protecting individuals' rights for privacy.

When dealing with personal data, New Milton Town Council staff and members must ensure that personal data:

- Is processed lawfully, fairly and transparently.
- Is only used for a specific processing purpose that the data subject has been made aware of and no other, without further consent.
- Should be adequate, relevant and limited i.e. only the minimum amount of data should be kept for specific processing.
- Must be accurate and where necessary kept up to date.
- Should not be stored for longer than necessary, and that storage or disposal is safe and secure.
- Should be processed in a manner that ensures appropriate security and protection.
- If misused by staff, will be subject to disciplinary procedure.

### **Storing and Accessing Data**

New Milton Town Council has a responsibility to be honest with people when taking personal details, so staff and members should always clearly state what a piece of information is being collected for.

Personal information will be securely kept at the Town Council office and are not available for public access. All information held on computers, whether by staff or members, is password protected. Once the data is no longer needed or has served its use and falls outside the minimum retention time of our document retention policy, it will be shredded or securely deleted from the computer system as is applicable.

New Milton Town Council is aware that individuals have the right to access any data held about them. If a person requests to see any data that is being held about them

- The envisaged period of storage.
- They should be given information on the 'delete it, freeze it, correct it' rights.
- Be advised of the safeguard applied on third country transfer.
- It must be sent without undue delay and within one month.
- The above is in addition to aspects covered in the Data Protection Act 1998.

Under the G.D.P.R. there are no fees for accessing the information, photocopies or postage charges. However the Town Council have the opportunity to charge if a request is deemed 'manifestly unreasonable'.

### **Confidentiality**

Town Council staff and members are aware that when complaints or queries are made, they must remain confidential unless the subject gives express permission otherwise. Handling of the data must also retain its confidentiality.

### **Personnel changes**

All members have a 'New Milton Town Council' specific email address. Within one month of deselection or leaving public office, access to the email address will be terminated. Electronic methods for holding personal data within the Town Council will also have access terminated.

Our Data Protection Officer is Graham Flexman, Town Clerk.