

New Milton Town Council recognises its responsibility to comply with the U.K. General Data Protection Regulations and Data Protection Act (2018). The initial act regularised the use of personal data, which can be as little as a name, address or email address, it does not have to be considered sensitive data to be subject to the Regulations.

The updated G.D.P.R. broadens definitions of 'data' and changes accountability criteria (via Assertion 10 of Annual Governance and Accountability Return). 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.

This policy should be read in tandem with our **Information Security Policy**.

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

- 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 is not available for public access. All information held on computers, whether by staff or members, is password protected (Password Management Policy applies) Once the data 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, they must be advised of

- The envisaged period of storage (in line with our Data Retention schedule)
  - Information on the 'delete it, freeze it, correct it' rights.
  - The safeguard applied on third country transfer.
- Also,
- It must be sent without undue delay and within one month.

Under 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 elected members use 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. Members have no access to the internal network. Staff will have their email account and network access terminated on the day following their leaving date.

Our Data Protection Officer is Graham Flexman, Town Clerk.