

Laceby Village Council

Data Protection Policy

1. Data Protection Statement

- 1.1. Laceby Village Council recognises that in order to carry out its functions and satisfy its legal obligations it needs to collect and use personal and special categories of personal data. We need to further recognise that personal data must be treated appropriately and lawfully to ensure successful operations and maintain the confidence of its residents, employee, and partners.
- 1.2. This policy sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of that personal data.

2. What is personal Data

- 2.1. The General Data Protection Regulation (GDPR) defines personal and special categories of personal data as follows:
 - **Personal Data** means any information relating to an identified or identifiable natural person (known as the data subject); an identifiable natural person is one who can be identified either directly or indirectly by reference to an identifier such as a name, identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person.
 - **Special categories of personal data** is personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of generic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

3. Our Commitments

We are committed to:

- Meeting our legal obligations as laid down by the General Data Protection Regulations and all associated legislation;
- Ensuring that we comply with the principles of General Data Protection Regulation as set out in Article 5;
- Ensuring that personal data is only collected and then used in a fair, lawful, and transparent manner;
- Only collecting and using the minimum amount of personal data we need for the purpose we are using it for;
- Taking appropriate steps to ensure that the personal data we collect and use is accurate and if necessary, kept up to date;
- Only keeping personal data for as long as is necessary;
- Ensuring that data subjects' can appropriately exercise their rights;

- Ensuring adequate measures are in place to keep personal data secure from unauthorised or unlawful processing and protected against accidental loss, destruction, or damage;
- Ensuring that a nominated officer is responsible for data protection compliance and provides a point of contact for all data protection issues;
- Ensuring that all staff are aware of good practice in data protection;
- Providing adequate training for all staff about their responsibilities when handling personal data;
- Ensuring that everyone handling personal data knows where to find further guidance;
- Ensuring that queries about data protection are dealt with effectively and promptly;
- Ensuring we have sufficient guarantees that anyone processing personal data on our behalf will implement appropriate technical and organisational measures to keep personal data protected and secure, only act under our instructions, and act in accordance with the requirements of the General Data Protection Regulation; and
- Regularly review our data protection procedures and guidelines.

4. Registration and Data Controller

- 4.1. Laceby Village Council is registered with the Information Commissioner as a data controller for the personal data it processes (Registration number Z7506987).
- 4.2. Details of the Village Council's notification are available on the website <https://ico.org.uk/edswebpages/search>
- 4.3. Further details about our processing of personal data can be found in our Privacy Notice, available on our website.

5. The rights of the data subject

- 5.1. A data subject has the following rights:

Access	You can ask us for the personal data we hold about you (a Subject Access Request) and for details about that data and how it has been used.
Rectification	You can ask for inaccurate data to be corrected, incomplete data to be completed or a supplementary statement attached to your information.
Erase	You can ask us to delete any data we hold about you, if legislation and our retention schedules no longer require us to hold it.
Restriction	You can ask us to temporarily stop processing your personal data in certain circumstances. For more details please see Article 18.
Data Portability	You can ask us for copies of the data in an electronic format we hold about you in certain circumstances. For more details please see Article 20.
Objection	You can ask us to stop processing your personal data in certain circumstances. Please refer to Article 21 for more details.
Complain	You can make a complaint to the Information Commissioner's Office if you are unhappy with how we have handled or used your personal data.

5.2. To exercise any of your rights, or if you have a question or complaint about the handling of your personal data, please contact the Village Council's Clerk:

Address: c/o The Stanford Centre, Cooper Lane, Laceby, Grimsby, North East Lincolnshire, DN37 7AX

Email: clerk@laceby-village-council.net

Telephone: 01472 872775

5.3. To ensure the data subject is who they say they are, and to prevent the disclosure of any personal data without proper authorisation, we will require proof of the data subject's identity and current address, before processing a request.

5.4. If the data subject is dissatisfied with the outcome they have the right to appeal directly to the Information Commissioner for an independent review.

Address: Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Email: casework@ico.org.uk

Telephone: 0303 123 1113 (local rate)