

GENERAL PROTECTION DATA REGULATION POLICY FOR SOUTHFLEET PARISH COUNCIL

The Parish Council Data and records are held on the Clerks personal computer at her home address 25 Sedley, Southfleet, Kent DA3 9PE which is also the Parish Council registered office. The Parish Council files are password protected. The computer has Kapersky security protection in addition to AOL internet security. Emails are not encrypted which is stipulated on emails sent by the Parish Council

Parish Council Disclaimer: This e-mail is confidential to the intended recipient. If you have received it in error, please notify the sender and delete it from your system. Any unauthorised use, disclosure, or copying is not permitted. This e-mail has been checked for viruses, but no liability is accepted for any damage caused by any virus transmitted by this e-mail. This e-mail address is not secure, is not encrypted and should not be used for sensitive data.

Southfleet Parish Council is compliant with GDPR and it's policy can be viewed on www.southfleetpc.kentparishes.gov.uk

Data held on a the Parish Council computer system

Only name, address, telephone number and email address of residents who are allotment holders, Councillors or residents who have requested to be included in the Parish Council "email chain" are held on Microsoft Outlook which is password protected

Email addresses of any other contacts who contact the PC for other reasons are also in Microsoft Outlook

GDPR Policy – the policy has been forwarded to all residents who request inclusion in the "email chain" or are an allotment holder.

Processing of data - The data received from parishioners that will consist only of their name, address, telephone number and email address will be held on the Parish Council computer system managed by the Clerk only and not shared with any other individual or organisation. Parishioners have the right to amend their details at any time or remove them by informing the Clerk. Information emails sent by the Clerk will be sent by "blind copy" in order to protect the parishioner's email address. Requests for personal data information will be declined.

The Electoral roll: Received from Dartford Borough Council on an annual basis is held on the Parish Council's computer system and password protected. The information contained will only be viewed by the Clerk and the Chairman and only used for reference purposes.

Standing Orders: Amended in March 2018 to reflect the Parish Council's policy on GDPR

Privacy Policy on website

Southfleet Parish Council takes your privacy seriously and will only use your personal information to contact you directly to pass on notices and information regarding Southfleet parish that you may find useful.

The data received from parishioners will consist only of their name, address, telephone number and email address and will be held on the Parish Council computer system managed by the Clerk and not shared with any Individual or Organisation. Parishioners have the right to amend their details at any time or remove them by informing the Clerk. Requests for personal data information will be declined. If you have any particular concerns about how we hold your information, please contact the Clerk.

Information emails sent by the Clerk will be sent by "blind copy" in order to protect the parishioner's email address.

The Electoral roll: Received from Dartford Borough Council on an annual basis is held on the Parish Council's computer system and password protected. The information contained will only be viewed by the Clerk and the Chairman and only used for reference purposes.

Record keeping:

Electronic data and correspondence will be held on the Parish Council "Outlook" system for 3 years unless it is of historical importance, whereby it will be held in the Parish Council archives.

Paper correspondence including Planning Applications will be held in the Parish Council files for a period of 7 years unless it is of historical importance

Data Protection Officer. TBC