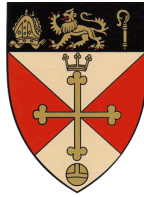


# **Malmesbury Town Council**

(ENGLAND'S OLDEST BOROUGH - CHARTER GRANTED 880)

CLAIRE MANN  
TOWN CLERK

Telephone: (01666) 822143  
E-mail: [claire.mann@malmesbury.gov.uk](mailto:claire.mann@malmesbury.gov.uk)



The Town Hall  
Malmesbury  
Wiltshire  
SN16 9BZ

## **DATA PROTECTION POLICY**

Malmesbury Town Council recognises its responsibility to comply with the Data Protection Act 1998 and the General Data Protection Regulations 2018. The act and regulation regulate the use of personal data. This does not have to be sensitive data, it can be as little as a name and address.

### **THE DATA PROTECTION ACT:**

The Data Protection Act 1998 and General Data Protection Regulations 2018 set out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how information can be collected, handled and used. The legislation applies to anyone holding information about people electronically or on paper.

### **THE GENERAL DATA PROTECTION REGULATION:**

The General Data Protection Regulation 2018 requires that the information provided to people about how we process their personal data must be concise, transparent, intelligible and easily accessible, written in clear and plain language and free of charge.

As a local authority Malmesbury Town Council has a number of procedures in place to ensure that it complies with The Data Protection Act 1998 and the General Data Protection Regulation 2018 when holding personal information.

When dealing with personal data, Malmesbury Town Council staff and Councillors must ensure that:

- **IT IS PROCESSED FAIRLY AND LAWFULLY.**  
This means that information should only be collected from individuals if staff and Councillors have been open and honest about why they want the information.
- **IT IS PROCESSED FOR SPECIFIED PURPOSES ONLY**
- **IT IS RELEVANT TO WHAT IT IS NEEDED FOR**  
Data will be monitored so that too much or too little is not kept; only data that is needed should be held.
- **IT IS ACCURATE AND KEPT UP TO DATE**  
Personal data should be accurate, if it is not it should be corrected.
- **IT IS NOT KEPT LONGER THAN IT IS NEEDED**

- **IT IS PROCESSED IN ACCORDANCE WITH THE RIGHTS OF INDIVIDUALS**  
This means that individuals must be informed, upon request, of all the information held about them.
- **IT IS KEPT SECURELY**  
This means that only staff and Councillors can access the data, it should be stored securely so it cannot be accessed by members of the public or any unauthorised person.

## **COLLECTING DATA**

Malmesbury Town Council recognises its responsibility to be open with people when taking personal details from them. This means that staff must be clear why they need a particular piece of information.

## **STORING AND ACCESSING DATA**

Malmesbury Town Council may hold information about individuals such as their addresses and telephone numbers. These are kept in a secure location in the Town Hall and are not available for unauthorised access. All data stored on a computer is password protected and personal data stored in an encrypted folder.

Once data is no longer required, if it is out of date or has served its use, it will be shredded or deleted from the computer.

The Town Council is aware that people have the right to access any information that is held about them. If a person requests to see any data that is being held,

- They must be sent all of the information that is being held about them
- There must be explanation for why it has been stored
- There must be a list of who has seen it
- It must be sent within one month

Requests that are manifestly unfounded or excessive may be refused or a charge made. In the event that a request is refused, a reason must be provided. If an individual requests that their data is rectified or erased, this will be carried out.

## **CONFIDENTIALITY**

Malmesbury Town Council staff are aware that when complaints or queries are made, they must remain confidential unless the subject gives permission. When handling personal data, this must also remain confidential.

If a data breach is identified the ICO must be informed and an investigation will be conducted.

This policy will be reviewed annually, as well as an annual review of the compliance and effectiveness of the policy.