

**BUCKLEY TOWN COUNCIL**  
**GENERAL PRIVACY NOTICE**

**PREAMBLE:**

**Your personal data – what is it?**

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which gives the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by United Kingdom legislation including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights, eg the Human Rights Act.

**Who are we?**

This Privacy Notice is provided to you by Buckley Town Council which is the data controller for your data.

**Other data controllers Buckley Town Council works with include:**

- Other data controllers, such as local authorities
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Credit reference agencies

The Council may need to share your personal data it holds with the above so that they can carry out their responsibilities to the Council. If the Council and the other data controllers listed above are processing your data jointly for the same purposes, then the Council and the other data controllers may be “Joint Data Controllers” which means all are collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of the bodies (including this Council) will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below), or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the Council processes and for what purposes is set out in this Privacy Notice.

## **THE GENERAL PRIVACY NOTICE:**

**The Council will process some or all of the following personal data where necessary to perform its tasks:**

- Names, titles, aliases and photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by the Council, or where you provide them to the Council. The Council may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition and dependants;
- Where you pay for activities such as use of a Council room, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers and claim numbers may be processed;
- The personal data the Council processes may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and/or physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data and data concerning sexual life or orientation.

### **How the Council uses sensitive personal data:**

- The Council may process sensitive personal data including, as appropriate:
  - information about your physical and/or mental health, condition in order to monitor sick leave and take decisions on your fitness for work;
  - your racial and/or ethnic origin, or religious or similar information, in order to monitor compliance with equal opportunities legislation;
  - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. The Council needs to have further justification for collecting, storing and using this type of personal data.
- The Council may process special categories of personal data in the following circumstances:
  - In limited circumstances, with your explicit written consent.
  - Where it needs to carry out its legal obligations.
  - Where it is needed in the public interest.
- Less commonly, the Council may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

**Do the Council need your consent to process your sensitive personal data?**

- In limited circumstances, the Council may approach you for your written consent to allow it to process certain sensitive personal data. If it does so, the Council will provide you with full details of the personal data that it would like and the reason it needs it, so that you can carefully consider whether you wish to consent.

**The Council will comply with data protection law. This says that the personal data it holds about you must be:**

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that it has clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes it has told you about and limited only to those purposes.
- Accurate and up to date.
- Kept only as long as necessary for the purposes it has told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data, to protect personal data from loss, misuse, unauthorised access and disclosure.

**The Council uses your personal data for some or all of the following purposes:**

- To deliver public services, including to understand your needs to provide the services that you request and to understand what it can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., the website, Facebook or Twitter);
- To help it to build up a picture of how it is performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for law enforcement functions;
- To enable it to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults generally are protected from harm or injury;
- To promote the interests of the Council;
- To maintain the Council's own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to the Council's facilities, services, events, staff, Councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the Council;

- To allow the statistical analysis of data so it can plan the provision of services. The Council's processing may also include the use of CCTV systems for the prevention and prosecution of crime.

### **What is the legal basis for processing your personal data?**

The Council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the Council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process the personal data of residents or people using the Council's services. The Council will always take into account your interests and rights. This Privacy Notice sets out your rights and the Council's obligations to you.

The Council may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the granting of Financial Assistance and /or the granting of a Bursary.

Sometimes the use of your personal data requires your consent. The Council will first obtain your consent to that use.

### **Sharing your personal data**

This section provides information about the third parties with whom the Council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that the Council will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";
- The Council's agents, suppliers and contractors. For example, the Council may ask a commercial provider to publish or distribute newsletters on its behalf, or to maintain its database software;
- On occasion, other local authorities or not for profit bodies with which the Council is carrying out joint ventures e.g. in relation to facilities or events for the community.

### **How long does the Council keep your personal data?**

The Council will keep some records permanently if it is legally required to do so. The Council may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. The Council may have legal obligations to retain some data in connection with its statutory obligations as a public authority. The Council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). The Council will retain some personal data for this purpose as long as it believes it is necessary to be able to defend or pursue a claim. In general, the Council will endeavour to keep data only for as long as it is needed. This means that the Council will delete data when it is no longer needed (please see the Town Council's Document Retention Policy).

## **Your rights and your personal data**

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, the Council may need to verify your identity for your security. In such cases the Council will need you to respond with proof of your identity before you can exercise these rights.

- 1) *The right to access personal data the Council holds on you***
  - At any point you can contact the Council to request the personal data it holds on you as well as why it has that personal data, who has access to the personal data and where it obtained the personal data from. Once the Council has received your request it will respond within one calendar month.
  - There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.
  
- 2) *The right to correct and update the personal data the Council holds on you***
  - If the data it holds on you is out of date, incomplete or incorrect, you can inform the Council and your data will be updated.
  
- 3) *The right to have your personal data erased***
  - If you feel that the Council should no longer be using your personal data or that it is unlawfully using your personal data, you can request that it erases the personal data it holds.
  - When the Council receives your request it will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because the Council may need it to comply with a legal obligation).
  
- 4) *The right to object to processing of your personal data or to restrict it to certain purposes only***
  - You have the right to request that the Council stop processing your personal data or ask it to restrict processing. Upon receiving the request the Council will contact you and let you know if it is able to comply or if it has a legal obligation to continue to process your data.
  
- 5) *The right to data portability***
  - You have the right to request that the Council transfers some of your data to another controller. The Council will comply with your request, where it is feasible to do so, within one calendar month of receiving your request.
  
- 6) *The right to withdraw your consent at any time for any processing of data to which consent was obtained***
  - You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
  
- 7) *The right to lodge a complaint with the Information Commissioner's Office***
  - You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

### **Transfer of Data Abroad**

Any personal data transferred to countries or territories outside the European Economic Area (“EEA”) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. [The Council’s website is also accessible from overseas so on occasions some personal data (for example in a newsletter) may be accessed from overseas]. Please note that the requirements of this section may change following the United Kingdom leaving the European Union in March 2019.

### **Further processing**

If the Council wishes to use your personal data for a new purpose, not covered by this Privacy Notice, then it will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, the Council will seek your prior consent to the new processing.

### **Changes to this Notice**

The Council keep this Privacy Notice under regular review and it will place any updates on its website which can be accessed via [www.buckleytc.org.uk](http://www.buckleytc.org.uk)

### **Contact Details**

Please contact the Council if you have any questions about this Privacy Notice or the personal data the Council holds about you or to exercise all relevant rights, queries or complaints at:

Data Controller: Council Offices, Buckley, Flintshire CH7 2JB

Email: [mbw@buckleytc.org.uk](mailto:mbw@buckleytc.org.uk)

MBW/LG

November 2018

With acknowledgements to JDH Business Services Ltd

# BUCKLEY TOWN COUNCIL

## DOCUMENT RETENTION POLICY

### PREAMBLE:

1. **Purpose:** Buckley Town Council (BTC) requires a wide variety of documents for transacting its business and is committed to retaining these documents in a format and for periods of time that:
  - a) Enables BTC to meet its statutory obligations in respect of the retention of documents, subject to legislation;
  - b) Ensures security of documents;
  - c) Protects employees' privacy;
  - d) Facilitates access to information;
  - e) Optimises the use of storage space;
  - f) Is cost effective; and
  - g) Facilitates destruction of redundant documents.
2. **Scope:** This Policy applies to users of BTC's information records, both paper and electronic, it includes Councillors and Employees.
3. **Statutory Requirements:** Documents subject to a statutory period of retention are identified with the minimum retention period, the reason for the retention and where they are stored on Appendix A.
4. **Security of Documents:** BTC's records are held in paper and/or electronic format. To minimise the risk of accidental loss of valuable records, masters or copies (as deemed appropriate) paper documents will be stored offsite where appropriate. The only occasion whereby paper documents will be stored offsite will be where archiving is required through a third party.
5. **Employees' Privacy:** The privacy of personnel records will be appropriately assured.
6. **Availability & Access:** All records necessary for BTC's business will be retained for a period of time that reasonably assures the availability of records when needed (see Appendix A for details).
7. **Storage Space and Cost:** Redundant records may be destroyed in order to reduce the cost of storage, indexing and handling the vast quantity of documents that would otherwise accumulate. Destruction of documents will be undertaken through a confidential document destruction facility.

8. **Electronic Storage:** Records maintained on electronic data processing storage media will be subject to the same rules of retention and security as paper records. The maintenance of stored electronic data will be backed-up by offsite arrangements.
9. **Implementation of this Policy:** The Clerk will be responsible for the implementation of this Policy.
10. **Monitoring & Review of Policy:** The Council will review this Policy periodically to monitor its effectiveness, taking into account any comments received or amendments required.

MBW/LG

November 2018

With acknowledgements to JDH Business Services Ltd

**BUCKLEY TOWN COUNCIL - RETENTION OF DOCUMENTS AND RECORDS POLICY**

**APPENDIX A**

| DOCUMENTS                                                                                    |                                                                                                           | MINIMUM RETENTION PERIOD | REASON                                                                                                                              | WHERE STORED                       |
|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| <b>MINUTES AND CORRESPONDENCE</b>                                                            |                                                                                                           |                          |                                                                                                                                     |                                    |
| 1. Signed Minutes of Council, Committee, Sub Committee & Working Group Meetings              |                                                                                                           | Indefinite               | Legal Requirement                                                                                                                   | Council Offices                    |
| 2. Agendas for Council, Committees, Sub Committees & Working Group Meetings                  |                                                                                                           | Indefinite               | To support Minutes                                                                                                                  | Council Offices                    |
| 3. Signed Attendance Book for Council, Committees, Sub Committees & Working Groups Meetings  |                                                                                                           | Indefinite               | For reference purposes                                                                                                              | Council Offices                    |
| 3. Hand Written Notes from Meetings of Council, Committees Sub Committees and Working Groups | Shredded after typed Minutes are approved at either Council, Committees, Sub Committees or Working Groups |                          | The hand written notes are not a legal record of the Meeting, but if retained can be requested under the Freedom of Information Act | Council Offices, until destruction |
| 4. Correspondence & Papers on important local issues & Activities                            | Six Years - Reviewable                                                                                    |                          | For reference purposes                                                                                                              | Council Offices                    |
| 5. Routine Correspondence, Papers & emails                                                   | Six Years - Reviewable                                                                                    |                          | For reference purposes                                                                                                              | Council Offices                    |
| <b>FINANCIAL RECORDS</b>                                                                     |                                                                                                           |                          |                                                                                                                                     |                                    |
| 1. Invoices                                                                                  | Ten Years                                                                                                 |                          | VAT Inspection by HMRC                                                                                                              | Council Offices                    |
| 2. Paid Cheques                                                                              | Bank now holds paid cheques                                                                               |                          | N/A                                                                                                                                 | N/A                                |
| 3. Cheque Book Stubs                                                                         | Ten Years                                                                                                 |                          | VAT Inspection by HMRC                                                                                                              | Council Offices                    |
| 4. Bank Paying in Books                                                                      | Ten Years                                                                                                 |                          | VAT Inspection by HMRC                                                                                                              | Council Offices                    |
| 5. Receipt Books of all kinds                                                                | Ten Years                                                                                                 |                          | VAT Inspection by HMRC                                                                                                              | Council Offices                    |
| 6. Bank Statements                                                                           | Ten Years                                                                                                 |                          | VAT Inspection by HMRC                                                                                                              | Council Offices                    |
| 7. VAT Records>Returns/Reimbursement Notifications                                           | Ten Years                                                                                                 |                          | VAT Inspection by HMRC                                                                                                              | Council Offices                    |
| 8. Cash Book/ Payment Schedules/ Record of Receipts                                          | Indefinite                                                                                                |                          | To Support other Documents & Reference Purposes                                                                                     | Council Offices                    |
| 9. Budgetary Prep. Records/ Budgetary Control Records                                        | Ten Years                                                                                                 |                          | To Support other Documents & Reference Purposes                                                                                     | Council Offices                    |
| 10. Financial Accounts and Annual Return                                                     | Indefinite                                                                                                |                          | To Support other Documents & Reference Purposes                                                                                     | Council Offices                    |
| 11. Petty Cash & Postage Books                                                               | Six Years                                                                                                 |                          | Tax, VAT Limitation Act 1980 (as amended)                                                                                           | Council Offices                    |

**BUCKLEY TOWN COUNCIL - RETENTION OF DOCUMENTS AND RECORDS POLICY CONTD.**

| <b>DOCUMENTS</b>                                            | <b>MINIMUM RETENTION PERIOD</b>                                                                                                   | <b>REASON</b>                                   | <b>WHERE STORED</b> |
|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|---------------------|
| <b>PERSONNEL/EMPLOYMENT RECORDS</b>                         |                                                                                                                                   |                                                 |                     |
| 1. Contracts of Employment (Generic)/ Job Descriptions      | 5 Years after Employee leaves or changes made to Contracts of Employment/ Job Descriptions<br>Normally one year after appointment | For reference purposes                          | Council Offices     |
| 2. Vacancy Advertisements and Notes of Interviews Conducted | Maintained throughout Employees Employment                                                                                        | New Employees on Six Month Probation            | Council Offices     |
| 3. Absence/Leave/ TOIL Records                              | Maintained by FCC for Clwyd Pension Fund                                                                                          | For Reference/Review & Recording Purposes       | Council Offices     |
| 4. Pension Records                                          |                                                                                                                                   | N/A                                             | N/A                 |
| 5. Salary Information and Monthly Input                     | 5 Years                                                                                                                           | For Audit and Reference Purposes                | Council Offices     |
| <b>DOCUMENTS</b>                                            |                                                                                                                                   |                                                 |                     |
| <b>ADMINISTRATION RECORDS</b>                               |                                                                                                                                   |                                                 |                     |
| 1. Title Deeds                                              | Indefinite during Council's Ownership of Asset                                                                                    | Legal Requirement                               | Council Offices     |
| 2. Record of Assets Held                                    | Indefinite/ Regular Reviews/Updates during Council's Ownership of Assets                                                          | Legal & Audit Requirements                      | Council Offices     |
| 3. Standing Orders, including Addendums                     | Indefinite/ Regular Reviews/Updates during Council's Existence                                                                    | Legal & Audit Requirements                      | Council Offices     |
| 4. Members Code of Conduct                                  | Indefinite/ Regular Reviews/Updates during Council's Existence                                                                    | Legal & Audit Requirements                      | Council Offices     |
| 5. Members Allowances                                       | 10 Years                                                                                                                          | HMRC Requirements                               | Council Offices     |
| 6. Members Register of Interests                            | Indefinite as part of Minutes                                                                                                     | N/A                                             | N/A                 |
| 7. Insurance Policies                                       | 5 Years                                                                                                                           | To Accommodate any Claims made                  | Council Offices     |
| 8. Certificates of Employer's Liability                     | 21 Years                                                                                                                          | Legal Requirement                               | Council Offices     |
| 9. Insurance Claim Records                                  | 7 Years after case concluded                                                                                                      | For reference purposes                          | Council Offices     |
| 10. Inspection Records re Premises                          | 25 Years                                                                                                                          | For reference purposes                          | Council Offices     |
| 11. Accident Book                                           | 25 Years                                                                                                                          | For reference purposes                          | Council Offices     |
| 12. Lease Records                                           | Maintained during life time/reviews of Leases                                                                                     | Legal Requirement                               | Council Offices     |
| 13. Contracts Let                                           | Maintained to end of Financial Year. Contract has Concluded                                                                       | Documents not required after Contract Concluded | Council Offices     |
| 14. Planning Applications                                   | 5 Years after Financial Year in which Application considered                                                                      | Held by Planning Authority                      | Council Offices     |
| 15. Newsletters from other Bodies                           | As long as the document is considered useful                                                                                      | For reference purposes                          | Council Offices     |
| 16. Press Releases/ Press Cuttings                          | As long as the document is considered useful                                                                                      | For reference purposes                          | Council Offices     |
| 17. Surveys and Returns                                     | As long as the document is considered useful                                                                                      | For reference purposes                          | Council Offices     |

# BUCKLEY TOWN COUNCIL DATA PROTECTION POLICY

## **1. Introduction**

Buckley Town Council (BTC) needs to collect and use certain types of information about the Individuals or Service Users who come into contact with BTC in order to carry on its work. This personal information must be collected and dealt with appropriately whether it is collected on paper, stored in a computer database, or recorded on other material and there are safeguards to ensure this under the Data Protection Act 1998, as replaced by the GDPR (May 2018) and the Data Protection Act 2018.

## **2. Data Controller**

BTC is the Data Controller under the Act, which means that it determines what purposes personal information held, will be used for. It is also responsible for notifying the Information Commissioner of the data it holds or is likely to hold, and the general purposes that this data will be used for.

## **3. Disclosure**

BTC may share data with other agencies such as the local authority, funding bodies and other voluntary agencies.

The Individual/Service User will be made aware in most circumstances how and with whom their information will be shared. There are circumstances where the law allows BTC to disclose data (including sensitive data) without the data subject's consent.

These are:

- a) Carrying out a legal duty or as authorised by the Secretary of State
- b) Protecting vital interests of an Individual/Service User or other person
- c) The Individual/Service User has already made the information public
- d) Conducting any legal proceedings, obtaining legal advice or defending any legal rights
- e) Monitoring for equal opportunities purposes – i.e. race, disability or religion
- f) Providing a confidential service where the Individual/Service User's consent cannot be obtained or where it is reasonable to proceed without consent: e.g. where Buckley Town Council would wish to avoid forcing stressed on ill Individual/Service Users to provide consent signatures

BTC regards the lawful and correct treatment of personal information as very important to successful working, and to maintaining the confidence of those with whom it deals.

BTC intends to ensure that personal information is treated lawfully and correctly.

To this end, BTC will adhere to the Principles of Data Protection, as detailed in the Data Protection Act 1998, as replaced by the GDPR (May 2018) and the Data Protection Act 2018.

Specifically, the Principles require that personal information:

- a) Shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met
- b) Shall be obtained only for one or more of the purposes specified in the Act, and shall not be processed in any manner incompatible with that purpose or those purposes
- c) Shall be adequate, relevant and not excessive in relation to those purpose(s)
- d) Shall be accurate and, where necessary, kept up to date
- e) Shall not be kept for longer than is necessary
- f) Shall be processed in accordance with the rights of data subjects under the Act
- g) Shall be kept secure by the Data Controller who takes appropriate technical and other measures to prevent unauthorised or unlawful processing or accidental loss or destruction of, or damage to, personal information
- h) Shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of Individuals/Service Users in relation to the processing of personal information.

BTC will, through appropriate management and strict application of criteria and controls:

- Observe fully conditions regarding the fair collection and use of information
- Meet its legal obligations to specify the purposes for which information is used
- Collect and process appropriate information and only to the extent that it is needed to fulfil its operational needs or to comply with any legal requirements

- Ensure the quality of information used
- Ensure that the rights of people about whom information is held, can be fully exercised under the Act. These include:
  - (i) The right to be informed that processing is being undertaken
  - (ii) The right of access to one's personal information
  - (iii) The right to prevent processing in certain circumstances and
  - (iv) The right to correct, rectify, block or erase information which is regarded as wrong information
- Take appropriate technical and organisational security measures to safeguard personal information
- Ensure that personal information is not transferred abroad without suitable safeguards
- Treat people justly and fairly whatever their age, religion, disability, gender, sexual orientation or ethnicity when dealing with requests for information
- Set out clear procedures for responding to requests for information

#### **4. Data collection**

Informed consent is when

- An Individual/Service User clearly understands why their information is needed, who it will be shared with, the possible consequences of them agreeing or refusing the proposed use of the data
- And then gives their consent.

BTC will ensure that data is collected within the boundaries defined in this policy. This applies to the data that is collected in person, or by completing a form.

When collecting data, BTC will ensure that the Individual/Service User:

- a) Clearly understands why the information is needed
- b) Understands what it will be used for and what the consequences are should the Individual/Service User decide not to give consent to processing
- c) As far as reasonably possible, grants explicit consent, either written or verbal for data to be processed

- d) Is, as far as reasonably practicable, competent enough to give consent and has given so freely without any duress
- e) Has received sufficient information on why their data is needed and how it will be used

## **5. Data Storage**

Information and records relating to service users will be stored securely and will only be accessible to authorised staff, contractors and volunteers.

Information will be stored for only as long as it is needed or required by statute and will be disposed of appropriately.

It is BT's responsibility to ensure all personal and company data is non-recoverable from any computer system previously used within the organisation, which has been passed on/sold to a third party.

## **6. Data access and accuracy**

All Individual/Service Users have the right to access the information BTC holds about them. BTC will also take reasonable steps to ensure that this information is kept up to date by asking data subjects whether there have been any changes.

In addition, BTC will ensure that:

- It has a Data Protection Officer with specific responsibility for ensuring compliances with Data Protection
- Everyone processing personal information understands that they are contractually responsible for following good data protection practice
- Everyone processing personal information is appropriately trained to do so
- Everyone processing personal information is appropriately supervised
- Anybody wanting to make enquiries about handling personal information knows what to do
- It deals promptly and courteously with any enquiries about handling personal information
- It describes clearly how it handles personal information
- It will regularly review and audit the way it holds, manages and uses personal information
- It regularly assesses and evaluates its methods and performance in relation to handling personal information

- All staff are aware that a breach of rules and procedures identified in this policy may lead to disciplinary action being taken against them

This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to the Data Protection Act 1998 and subsequently to the GDPR (May 2018) and the Data Protection Act 2018.

BTC has also published a General Privacy Policy and a Privacy Policy for Staff, Councillors, Contractors and Role Holders. Also included in BTC's publications is a Document Retention Policy.

In case of any queries or questions in relation to this policy please contact the BTC Data Protection Officer:

Insert name and contact details of the Data Protection Officer

|              |                                      |
|--------------|--------------------------------------|
| Name:        | GDBR                                 |
| Position:    | Data Protection Officer (Contractor) |
| Date:        | November 2018                        |
| Review Date: |                                      |

## **Glossary of Terms**

**Data Controller** - The person who (either alone or with others) decides what personal information BTC will hold and how it will be held or used.

**Data Protection Act 1998** – The UK legislation that provides a framework for responsible behaviour by those using personal information.

**Data Protection Officer** – The person(s) responsible for ensuring that BTC follows its data protection policy and complies with the Data Protection Act 1998.

**Individual/Service User** – The person whose personal information is being held or processed by BTC for example: a client, an employee, or supporter.

**Explicit consent** – is a freely given, specific and informed agreement by an Individual/Service User in the processing of personal information about her/him. Explicit consent is needed for processing sensitive data.

**Notification** – Notifying the Information Commissioner about the data processing activities of BTC, as certain activities may be exempt from notification.

**Information Commissioner** – The UK Information Commissioner responsible for implementing and overseeing the Data Protection Act 1998.

**Processing** – means collecting, amending, handling, storing and disclosing personal information.

**Personal Information** – Information about living individuals that enables them to be identified – e.g. name and address. It does not apply to information about organisations, companies and agencies but applies to named persons, such as individual volunteers or employees within BTC.

**Sensitive data** – refers to data about:

- Racial or ethnic origin
- Political affiliations
- Religion or similar beliefs
- Trade union membership
- Physical or mental health
- Sexuality
- Criminal record or proceedings