



Hutton Parish Council

Incorporating Elborough, Hutton and Woodside

Sophie Hooker - Hutton Parish Clerk

12 Hutton Hill, Hutton, North Somerset BS24 9SY - Monday to Thursday 10am-3pm

Email: Clerk@huttonsomerset.org.uk - Tel: 07415 925756 - www.huttonsomerset.org.uk

DATA PROTECTION POLICY

Hutton Parish Council recognises its responsibility to comply with the General Data Protection Regulations (GDPR) 2018 which regulates the use of personal data. This does not have to be sensitive data; it can be as little as a name and address.

General Data Protection Regulations (GDPR)

The GDPR sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how personal information can be collected, handled and used. The GDPR applies to anyone holding personal information about people, electronically or on paper.

Hutton Parish Council has notified the Information Commissioner that it holds personal data about individuals.

Hutton Parish Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Parish Clerk is the Data Protection Lead.

When dealing with personal data, Hutton Parish Council staff and members must ensure that:

- Data is processed fairly, lawfully and in a transparent manner
This means that personal information should only be collected from individuals if staff have been open and honest about why they want the personal information.
- Data is processed for specified purposes only
This means that data is collected for specific, explicit and legitimate purposes only.
- Data 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.
- Data is accurate and kept up to date and is not kept longer than it is needed
Personal data should be accurate, if it is not it should be corrected. Data no longer needed will be shredded or securely disposed of.
- Data is processed in accordance with the rights of individuals
Individuals must be informed, upon request, of all the personal information held about them.

- Data is kept securely Hutton Parish Council. 12 Hutton Hill, Hutton, BS24 9SY - Email clerk@huttonsomerset.org.uk

There should be protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

Storing and accessing data

Hutton Parish Council recognises its responsibility to be open with people when taking personal details from them. This means that staff must be honest about why they want a particular piece of personal information.

Hutton Parish Council may hold personal information about individuals such as their names, addresses, email addresses and telephone numbers. These will be securely kept on computer at the Parish Council's Office and are not available for public access. The information provided will be processed and stored to enable the Council to meet its legal and statutory obligations, to fulfil its duties as an employer, to contact people and respond to their correspondence, to provide information and/or for people to access the Council's facilities and services.

All data stored on the Hutton Parish Council Office computers are password protected. Once data is not needed any more, is out of date or has served its use and falls outside the minimum retention time of the Council's document retention policy, it will be shredded or securely deleted from the computer.

Hutton Parish Council is aware that people have the right to access any personal information that is held about them.

Subject Access Requests (SARs) must be submitted in writing (this can be done in hard copy or email. If a person requests to see any data that is being held about them, the SAR response must detail:

- How and to what purpose personal data is processed
- The period Hutton Parish Council tend to process it for
- Anyone who has access to the personal data

The response must be sent within 30 days and should be free of charge.

If a SAR includes personal data of other individuals, Hutton Parish Council must not disclose the personal information of the other individual. That individual's personal information may either be redacted, or the individual may be contacted to give permission for their information to be shared with the Subject.

Please see "Subject Access Request Procedure" for more details.

Individuals have the right to have their data rectified if it is incorrect, the right to request erasure of the data, the right to request restriction of processing of the data and the right to object to data processing, although rules do apply to those requests. Requests can be made by contacting the Clerk at the Parish Office.

Individuals have the right to complain regarding the way that their personal data has been processed to Hutton Parish Council and to the Information Commissioner directly via their

website www.ico.org.uk

Hutton Parish Council does not use any form of automated decision making or the profiling of individual personal data.

Confidentiality

Hutton Parish Council members and staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.

Data Protection Impact Assessment (DPIA)

Hutton Parish Council does not conduct the three types of processing that automatically require a DPIA (Systematic and extensive profiling with significant effects, Large scale use of sensitive data, Public monitoring).

Parish Councillors have a secure email linked to the server, but may use their own devices to access their Parish Council emails. This potentially could be considered high risk, however to mitigate this risk a BYOD Minimum Security Standards Policy has been adopted.

Very little personal information is shared by the Clerk to Parish Councillors. Where there is a necessity to do so, such as the details of the allotment holders to the Chair of the allotment working party, this will be sent to their Parish email account and will be password protected.

This policy was reviewed and adopted on 1st June 2026.