



## **THORNER PARISH COUNCIL**

### **GDPR POLICY/NOTICE**

This document demonstrates that the Parish Council as the Data Controller, understands and complies with the provisions of the GDPR.

The GDPR applies to personal data, this definition provides for a wide range of identification such as, but not limited to, name, home address, NI Number and e-mail address.

The Data Processor in this instance shall be the Clerk to the Council, who shall be responsible for obtaining, collecting, recording, storing and deleting personal data in a lawful manner.

Personal data held will be processed lawfully, fairly and in a transparent manner, it will only be collected and retained for the purposes it was given and will be kept in a secure manner

The data subject will be able to request that personal data held can be removed.

The Data Controller will complete a data audit for all its activities which will define the five lawful conditions relevant to a Parish Council for processing personal data;

1. Legal Contract/contractual necessity
2. Legal obligation
3. Exercise of official authority
4. Vital interest
5. Consent

Although Personal Data is kept in a secure manner, should there be a breach, the response policy will be to inform the ICO, DPO and the data subject that a data breach has occurred and what action will be taken to rectify this.