

Saxby All Saints Parish Council

Data Protection Procedure

Saxby All Saints Parish Council holds very little personal data. Data that is currently held, includes, but is not limited to –

Electoral Roll little
Email addresses
Employment records

Saxby All Saints Parish Council complies with the Data Protection Act 1988 in the following ways -

1. Any personal data held by the Council will only be used in relation to the purpose for which it was obtained.
2. No personal data will be passed to third parties without the authority of the data subject, unless required to do so by law.
3. Council records, including personal data, are stored securely.
4. Personal data held by the Council will be periodically reviewed, and data no longer required will be deleted.

For any enquiries regarding personal data held by Saxby All Saints Parish Council, please contact the Clerk to the Council.

A request to have a copy of information held about you may be made to the Clerk, using the form attached. A fee of £10 (cheques made payable to Saxby All Saints Parish Council) should accompany any request. You must provide proof of identity, and of address, in the form of passport, photo driving licence, or birth certificate, and recent (past 3 months) utility bill, or bank statement. No requests from third parties to obtain someone else's personal data will be entertained, unless written authority, and proof of identity, from the individual concerned is received, or the agent has a legal form of authority (power of attorney) for the individual. The Council must be satisfied that this criterion has been met before releasing any information. We will provide you with information we hold about you within 40 days.

If you do not think that Saxby All Saints Parish Council has complied with the Data Protection Act 1988, please contact the Clerk in the first instance, and if you are still dissatisfied you may contact –

The Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.
Telephone 01625 545745.

This policy was adopted by Saxby All Saints Parish Council at its meeting held on the 15th May 2019 and will be reviewed annually.

DATA PROTECTION ACT 1988

SUBJECT ACCESS REQUEST

Please return this form to Louise Ward, Parish Clerk, Saxby All Saints Parish Council, 9 New Road, Worlaby, Brigg, North Lincolnshire, DN20 0PE.

SECTION A

Please complete your details, or the details of the person whose information is required

Full Name.....

Any previous names.....

Date of birth.....

Address.....

.....

.....

Telephone number.....

Email address.....

Please delete as appropriate

I request a copy of data held about myself by Saxby All Saints Parish Council (Please go to Section C)

or

I request a copy of data held about someone else. (Please go to Section B)

SECTION B

I am requesting information about the person named at Section A.

My details are

Name.....

Address.....

.....

Date of birth.....

Telephone number.....

Email address.....

Please detail why you are requesting this information on their behalf.....

.....

.....

Please delete as appropriate

I enclose written authority from the person named at Section A, plus their proof of identity.

Signature of the person giving consent for the information to be released

Signed.....

or

I hold Power of Attorney.

SECTION C

Please detail what information you are requesting.....

.....

.....

.....

I enclose a cheque made payable to Saxby All Saints Parish Council for £10.

I enclose proof of identity.

I enclose proof of address.

Signed.....

Dated.....

Next Review Date May 2021