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| | <p>a) Do any procedures exist for e.g. correcting, deleting, restricting, personal data? If so, please provide details.</p> <p>b) Data retention and disposal policy. Privacy notice.</p> | |
| | <p>a) Who has access to / is provided with the personal data (internally and externally)?</p> <p>b) Access to; Parish Clerks. Provided with personal data; Councillors, SALC, public (via website).</p> <p>c) Is there an authorisation procedure for accessing personal data? If so, please provide details. Password guarded on Parish PC, website open to public on internet.</p> | |
| | Does the council provide a copy of all existing privacy notices? Yes. | |
| | So far as the council is aware, has any personal data which was gathered for one purpose been used for another purpose (e.g. communicating council news?) If so, please provide details. Not aware. | |
| | Does the council have any policies, processes or procedures to check the accuracy of personal data? Data Protection Compliance Officer. | |
| | <p>a) In the event of a data security breach occurring, does the council have in place processes or procedures to be followed? Yes.</p> <p>b) What are these? Policy for dealing with Data Breach.</p> | |
| | <p>a) If someone asks for a copy of personal data that the council holds about them, i.e. they make a 'subject access request', is there a procedure for handling such a request? Yes.</p> <p>b) Is this procedure contained in a written document? Yes.</p> | |
| | Does the council have an internal record of the consents which the council has relied upon for processing activities? e.g. to send council newsletters to residents. Yes. | |
| | <p>a) Are cookies used on our council website? No.</p> <p>b) Does the council provide information about the cookies used and why they are used? N/A</p> <p>c) Does the council keep a record of the consents provided by users to the cookies? N/A.</p> <p>d) Does the council allow individuals to refuse to give consent? Yes.</p> | |
| | Does the council have website privacy notices and privacy policies? Yes. | |
| | <p>a) What data protection training do staff receive. Councillors have read the NALC GDPR Toolkit.</p> <p>b) What does the training involve. See above.</p> | |
| | <p>a) Does anyone in the council have responsibility for reviewing personal data for relevance, accuracy and keeping it up to date? Yes.</p> <p>b) If so, how regularly are these activities carried out? Ongoing.</p> | |
| | <p>a) What does the council do about archiving, retention or deletion of personal data? Data retention and Disposal policy.</p> <p>b) How long is personal data kept before being destroyed or archived? See Data Retention and Disposal policy.</p> <p>c) Who authorises destruction and archiving? The chair.</p> | |