

ST JUST IN PENWITH TOWN COUNCIL

Data Protection Policy

“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 the personal data alone or in conjunction with any other personal data. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other local legislation relating to personal data and rights such as the Human Rights Act.

In order to protect the Personal Data that comes into the possession of the Town Council the Clerk and Councillors will:

1. Take all reasonable steps to ensure that an individual’s Personal Data is kept secure.
2. To this end:
 - a. When any paper material of any description is circulated, all names, addresses, telephone numbers, e-mail addresses and other information from which the identity or personal Data of an individual can be obtained, shall be removed before scanning, photocopying and circulation.
 - b. When any e-mail is to be circulated (other than between only councillors and the clerk) the clerk or councillor circulating the e-mail shall e-mail it to him, or her, self and “BCC” it to the other people to whom it is to be sent. [This is to ensure that e-mail addresses of individuals who are not councillors are not disseminated].
 - c. Where the body of an e-mail contains Personal Data, the e-mail shall be cut-and-pasted to a Word document, after which it will be edited to remove all Personal Data before being circulated.
3. The foregoing does not apply to Council Minutes, or to Planning Paperwork received from Cornwall Council, or to other general correspondence, whether e-mailed or in paper form received from Cornwall Council (e.g. notification of planning appeals and consultations)