

## **Kirkhill & Bunchrew Community Council**

### **Data Protection Policy Statement**

This policy sets out Kirkhill & Bunchrew Community Council's approach to managing personal data in accordance with the requirements of the relevant Data Protection Acts (including the changes introduced by the General Data Protection Regulation (GDPR) May 2018).

### **Implementation**

The Community Council, having approved this policy at a meeting held on 26<sup>th</sup> March 2024, will incorporate an annual action plan for information governance and compliance, including data protection.

The plan will outline key tasks, outcomes, accountabilities and progress. All Community Council members have responsibility for data protection and must: read, understand and follow this policy and any associated procedures that relate to the use and handling of personal information in the course of their voluntary work as a member of the Community Council; undertake data protection training and ensure they have a clear understanding of their responsibilities in using and handling personal information.

The Community Council will uphold the six principles regarding the management of personal data:

1. Processed lawfully, fairly and in a transparent manner in relation to individuals.
2. Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
6. Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organisational measures.

To ensure compliance with these principles, the Community Council will undertake the following actions:

- Only use the personal data we hold for Community Council business.
- Inform data subjects in writing that their personal data is held and the purpose of holding it and to ask the data subjects if they consent to the Community Council continuing to hold it for a specific (and stated) purpose. This is done through the use of a privacy notice (an example privacy notice is attached to this document).
- Only collect information we need.
- Follow agreed retention rules for the data that we hold. We will review the data held every six months.
- We will have reasonable controls in place to keep personal data secure.

- Understand security arrangements of websites/systems if used to collect/store personal data.
- If sharing personal data with other organisations, document arrangements, so that those involved know why the information is being shared and how it is shared. The Community Council will review this policy annually for the purpose of ensuring that members have adhered to the policy, and to make improvements if there have been issues with regards to its implementation.

Any queries they should be addressed to

The Secretary

Kirkhill and Bunchrew Community Council via

[kandbcommunitycouncil@gmail.com](mailto:kandbcommunitycouncil@gmail.com)