

(Also known as Navenby Parish Council)

# Data Protection Policy

## The Data Protection Policy

Navenby Parish Council recognises its responsibility to comply with the General Data Protection Regulations (GDPR) 2018 which regulates the use of personal data. This does not have to be sensitive data; it can be as little as a name and address.

## General Data Protection Regulations (GDPR)

The GDPR sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how personal information can be collected, handled and used. The GDPR applies to anyone holding personal information about people, electronically or on paper. Navenby Parish Council has also notified the Information Commissioner that it holds personal data about individuals.

When dealing with personal data, Navenby Parish Council staff and members must ensure that:

- **Data is processed fairly, lawfully and in a transparent manner**

This means that personal information should only be collected from individuals if staff have been open and honest about why they want the personal information.

- **Data is processed for specified purposes only**

This means that data is collected for specific, explicit and legitimate purposes only.

- **Data is relevant to what it is needed for**

Data will be monitored so that too much or too little is not kept; only data that is needed should be held.

- **Data is accurate and kept up to date and is not kept longer than it is needed**

Personal data should be accurate, if it is not it should be corrected. Data no longer needed will be shredded or securely disposed of.

- **Data is processed in accordance with the rights of individuals**

Individuals must be informed, upon request, of all the personal information held about them.

- **Data is kept securely**

There should be protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

## Storing and accessing data

Navenby Parish Council recognises its responsibility to be open with people when taking personal details from them. This means that staff must be honest about why they want a particular piece of personal information.

Navenby Parish Council may hold personal information about individuals such as their names, addresses, email addresses and telephone numbers. These will be securely kept at the Navenby Parish Council Office and are not available for public access. All data stored on the Navenby Parish

Council Office computers are password protected. Once data is not needed any more, is out of date or has served its use and falls outside the minimum retention time of Councils document retention policy, it will be shredded or securely deleted from the computer.

Navenby Parish Council is aware that people have the right to access any personal information that is held about them. Subject Access Requests (SARs) must be submitted in writing (this can be done in hard copy, email or social media). If a person requests to see any data that is being held about them, the SAR response must detail:

- How and to what purpose personal data is processed
- The period Navenby Parish Council tend to process it for
- Anyone who has access to the personal data

The response must be sent within 30 days and should be free of charge.

If a SAR includes personal data of other individuals, Navenby Parish Council must not disclose the personal information of the other individual. That individuals personal information may either be redacted, or the individual may be contacted to give permission for their information to be shared with the Subject.

Individuals have the right to have their data rectified if it is incorrect, the right to request erasure of the data, the right to request restriction of processing of the data and the right to object to data processing, although rules do apply to those requests.

Please see "Subject Access Request Procedure" for more details.

### Confidentiality

Navenby Parish Council members and staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.

Version number	Purpose/change	Author	Date
0.1	Initial draft	LSS	05/03/18

### Cookie information

#### What is a Cookie?

A cookie is a small text file that resides on your computer. Cookies are used to remember your settings when you revisit a website and to identify how visitors navigate the site. Cookies provide valuable information to website owners to adapt and make changes to the site in order to improve the user experience.

#### Why we use cookies

In common with many websites we use a number of different types of cookies to help improve your experience of using our website, specifically by:

- Understanding how many people have visited our website, the search terms they are using and the journeys they make in order to locate content.
- Capturing user feedback and ensuring we only ask you once.

We do not use the information captured for any other purpose.

### Types of cookies

#### Session cookies

These are stored on a temporary basis and usually deleted when you close your browser. These are used primarily to help you complete tasks online, for example remembering your details whilst completing an online form to save you re-entering; or remembering search terms you have recently used.

#### Persistent cookies

These are stored for a fixed period of time, generally so the website knows that you have visited previously and any preferences you might have indicated at that time. These are particularly used in the collection of visitor statistics.

These cookies are usually set in one of two ways:

- First party cookies - These are set directly by the website you are visiting and the information is only used by that website.
- Third party cookies - These are set by a different website/organisation to the one you are currently using and the data may be shared.

### Categories of cookie used on websites

Cookies fall into broad categories depending on their intended use:

Strictly necessary cookies: Enable you to move around the website and use its core features.

Performance cookies: Collect information about how you use the website, are anonymised when aggregated and are only used to help improve the website's performance.

Functionality cookies: Allow the website to remember choices you've made and provide a more enhanced, personalised service. Not used to track your activities on other websites.

Targeting/tracking cookies: Used to deliver more relevant advertising. Usually placed by third party agencies and the information gathered may be shared with other organisations.

Currently all cookies on [parishes.lincolnshire.gov.uk/NavenbyincSkeffington](https://parishes.lincolnshire.gov.uk/NavenbyincSkeffington) fall into the following categories.

- Strictly necessary cookies
- Performance cookies

For more information about cookies in general please visit [All About Cookies](#).

### How do I control what cookies are used?

When you enter our site for the first time you will be asked whether you wish to use cookies or not. You can choose to accept or decline cookies.

Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. However this may prevent you from taking full advantage of our website. To find out exactly how you can manage cookies on your computer please visit the [All About Cookies](#) website.

### Cookies used on our website(s)

#### First party cookies

- **ASPSESSIONIDCCSSTTCC, ns\_session** – These are session cookies which identify you as a unique user whilst a browsing our website(s). These cookies expire when you close your browser.
- **ns\_cookies\_test** – This cookie is set when you first visit the site, it is used only to test if cookies can be set. This cookie expires when you close your browser.
- **dpifix** – This cookie is set each time you visit a page on the site, it is used to provide some site functionality. This cookie is set to expire in 90 days

#### Third party cookies

- **c1 and s1 set by uk.sitestat.com** – These cookies enable us to analyse traffic to the website in order to make improvements and monitor usage, the cookie contains no identifiable information. These cookies are set to expire in 5 years.