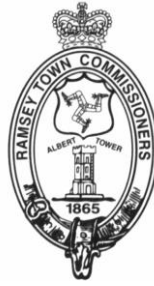


# RAMSEY TOWN COMMISSIONERS



## Data Protection Policy

|                                      |                              |
|--------------------------------------|------------------------------|
| Originating Officer                  | Town Clerk & Chief Executive |
| Date                                 | 25/04/2018                   |
| Approved by Policy Committee         | 25/04/2018                   |
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| Last Review Date                     |                              |

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## 1. Data Protection Policy Statement

Ramsey Town Commission is committed to full compliance with the requirements of the General Data Protection Regulation. The Commission will therefore develop and follow procedures which aim to ensure that all employees, elected Members, contractors, consultants, partners or other servants or agents of the Commission (collectively known as data users) who have access to any personal data held by or on behalf of the Commission are fully aware of and abide by their duties under the General Data Protection Regulation.

## 2. Statement of Policy

The Commission needs to collect and use information about people with whom it works in order to operate and carry out its functions. These may include members of the public, current, past and prospective employees, clients and customers and suppliers. In addition the Commission may be required by law to collect and use information in order to comply with the requirements of central government. This personal information must be handled and dealt with properly however it is collected, recorded and used and whether it is on paper, in computer records or recorded by other means.

Ramsey Town Commission regards the lawful and appropriate treatment of personal information as very important to its successful operations and essential to maintaining confidence between the Commission and those with whom it carries out business. The Commission therefore fully endorses and seeks to adhere to the Principles of the General Data Protection Regulation.

## 3. Handling personal/special category data

Ramsey Town Commission will, through management and use of appropriate controls, monitoring and review:

- Use personal data in the most efficient and effective way to deliver better services
- Strive to collect and process only the data or information which is needed
- Use personal data for such purposes as are described at the point of collection, or for purposes which are legally permitted
- Strive to ensure information is accurate
- Not keep information for longer than is necessary
- Securely destroy data which is no longer needed
- Take appropriate technical and organisational security measures to safeguard information (including unauthorised or unlawful processing and accidental loss or damage of data)
- Ensure that information is not transferred abroad without suitable safeguards
- Ensure that there is general information made available to the public of their rights to access information
- Ensure that the rights of people about whom information is held can be fully exercised under the General Data Protection Regulation

These rights include:

- The right to be informed
- The right of access to personal information
- The right to request rectification
- The right to request erasure
- The right to restrict processing in certain circumstances
- The right to data portability
- The right to object to processing

#### 4. The Principles of Data Protection

Under the General Data Protection Regulation, the data protection principles set out the main responsibilities for organisations.

Article 5 of the General Data Protection Regulation requires that personal data shall be:

- a) processed lawfully, fairly and in a transparent manner in relation to individuals;
- b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e) 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; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- f) 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.

The GDPR provides conditions for the processing of any personal data. It also makes a distinction between personal data and 'special category' data.

Personal data is defined as any information relating to an identified or identifiable natural person.

Special category data is defined as personal data consisting of information as to:

- a) race;
- b) ethnic origin;
- c) politics;
- d) religion;
- e) trade union membership;
- f) genetics;
- g) biometrics (where used for ID purposes);
- h) health;
- i) sex life; or
- j) sexual orientation.

## 5. Data Mapping

The Commission is developing and will publish data mapping profiles for all data gathered and retained which will detail why, who [about], what, when and how data is stored.

## 6. Document Retention Policy

The Commission is developing and will publish a document retention policy and all documentation held by the Commission will be reviewed and managed in accordance with that policy.

## 7. Policy Review

This policy will be subject to review by the Commission annually and will be presented to the Board for such purpose at the May meeting each year.

## 8. Responsible Officer

This policy falls under the responsibility of the Town Clerk and any question in relation thereto, and responsibility for application, management, review and reporting thereon is vested therein.