

DATA PROTECTION POLICY

INFORMATION REGARDING THE PARISH COUNCIL

PARISH COUNCIL MEETINGS

Residents attending a parish council meeting do not have their names recorded – simply the number of residents attending.

Residents addressing the Council under the agenda item – Open discussion for the public – do not have their names recorded in the minutes.

NAMES AND CONTACT DETAILS OF MEMBERS OF THE PUBLIC HELD ON THE PARISH COUNCIL SYSTEMS

The parish council do not hold any residents names or details on their Data Base systems. Should such a situation arise in the future – for example to circulate News Notes – then a written agreement would be made with those residents involved and with each copy circulation they would be informed that if they no longer wished to receive the information then they should inform the Clerk who would arrange to have their name and details withdrawn from the Data Base.

CORRESPONDENCE FROM MEMBERS OF THE PUBLIC

Correspondence sent to the Clerk from residents.

Any correspondence received is only circulated to the Council members for their consideration in preparation for a Council meeting when the resident has given their permission.

Following discussion at the relevant Council meeting the correspondence is then deleted or destroyed.

If the correspondence sent to the Clerk is held only with the Clerk who describes the content at the Council meeting then no reference is made to the resident unless their permission has been given.

Correspondence sent to parish council members from residents.

This is usually copied to the Clerk for information.

If circulation to other Council members is required the same procedure applies as described above.

DATA HELD ON PARISH COUNCIL MEMBERS

The Council website gives the names and specified contact details of each member.

Each member has given their permission for this information to be published.

The Clerk holds the contact details of each Council member with their approval.

This is for the purpose of conducting and communicating the business of the Council.

Should a member leave the Council then their details are deleted from the website and Council files. Herefordshire Council are also informed so that the detail shown on their website Register of Interests can be deleted for that member.

DATA PROTECTION OFFICER

Under the Data Protection Act 2018 the parish council has appointed a Data Protection Officer. The Officer reviews the systems used by the Council and ensures that the material held remains confidential and the policies of the Council maintained.

RECORD KEEPING

The Clerk holds the files regarding Council business for 5 years. Minutes and other relevant documents required by the Herefordshire Council records Archives are then transferred - other material being deleted or destroyed.

Reviewed September 2025