

# TYNRON COMMUNITY COUNCIL DATA PROTECTION POLICY

Tynron Community Council needs to keep certain information to carry out its day to day operations, inform residents about activities/ events and to obtain and represent the views of it's residents.

We are committed to ensuring that any personal data will be dealt with in line with the Data Protection Act 1998 and the General Data Protection Regulations, May 2018 (GDPR). To comply with the law, personal information will be collected and used fairly, stored safely and not disclosed to any other person unlawfully. The aim of this policy is to ensure that everyone handling is fully aware of the requirements and acts in accordance with data protection procedures. In line with the Data Protection Act 1998 and GDPR principles, we will ensure that personal data will:

- Be obtained fairly and lawfully and for a specific and lawful purpose
- Be relevant but not excessive to our requirements
- Be accurate and kept up to date
- Not be held longer than necessary
- Be available for individuals to inspect their data and remove their personal information when requested
- Be subject to appropriate security measures in storage, use and disposal

Tynron Community Council processes the following personal information:

- Names, addresses and contact details of Residents and Resilience contacts
- Personal details gained when undertaking surveys, questionnaires and dealing with resident's enquiries.
- Details of suppliers and contacts in other organisations.

Tynron Community Council will ensure your data will:

- Not be sold to companies or given to public organisations without your permission
- Personal data (names, addresses, email addresses, phone numbers) will only be passed on to a third party with an individual's written or verbal consent
- Be processed for the purposes stated only
- Be accurate and be kept up to date
- Be erased as soon as out of date or when not necessary and will be reviewed regularly.
- Be kept in a safe place and, where relevant, on a computer which is password protected or password protected in the Cloud.

The person responsible for data protection and processing is Linda McDonald. If you want to see what information we hold on you or you wish to opt out of receiving information you should contact [tynroncc@tynron.org.uk](mailto:tynroncc@tynron.org.uk) or 01848 200469

May 2018