

**STOKE ORCHARD AND TREDINGTON PARISH COUNCIL**  
Stoke Orchard Community Centre, Armstrong Road, Stoke Orchard, Glos. GL527SB  
Email: stokeorchardpc@gmail.com

## **Data Protection Policy**

Adopted by Stoke Orchard and Tredington Parish Council on 4 September 2018  
The Policy will be reviewed annually – next review May 2019

**As “Data Controller” under the General Data Protection Regulation Stoke Orchard and Tredington Parish Council recognises its responsibility to comply with current legislation. The Regulation regulates the use of personal data that relate to a living individual who can be identified from that data, or from that data and other data held by the data controller. Such data may comprise only a single name and address.**

**The Parish Council will not collect “Sensitive Data”, which is information such as someone’s racial or ethnic, political, religious, health, sexual or criminal record attributes.**

The General Data Protection Regulation sets out high standards for the handling of personal information and protecting individuals' rights to privacy. It also regulates the ways in which personal information can be collected, handled and used. **The Regulation applies to anyone holding personal information about people, both electronically and on paper.**

### **Publication schemes**

Every public authority must prepare and publish a “Publication Scheme” which sets out the classes of information that the authority publishes or intends to publish, how that information may be obtained and any charge that is made for it. The Parish Council has approved a Publication Scheme that is published on our website and kept up to date.

When dealing with personal data, Stoke Orchard and Tredington Parish Council officers and Councillors will ensure that they comply with the data protection principles that are designed to achieve compliance with the legislation.

Stoke Orchard and Tredington Parish Council publishes two Privacy Policies, one general notice and one for staff, councillors and role holders. These set out details of the data processed and how it is used.

### **Making a “Subject Access Request”**

If you believe that Stoke Orchard and Tredington Parish Council hold information about you and would like to see that information, please complete a ‘Subject Access Request’ form and send or email it the Clerk to the Council to arrange an appointment for you to provide original evidence to prove your identity and submit your application - full details can be found on the Subject Access Request form.

The rules governing the processing of applications for disclosure of personal information are complex, and the Parish Council will always be guided by advice from the Information Commissioner’s Office <http://www.ico.gov.uk/>

An individual's personal data is exempt from release under the Freedom of Information Act and the Environmental Information Regulations.