



# KINGSWEAR PARISH COUNCIL

## Data Protection Policy – Volunteer Support Group (COVID-19)

The Parish Council are committed to ensuring that all personal information in its possession is processed fairly and lawfully with all due regard to current data protection legislation in force in the United Kingdom. The Council recognises that it is a Data Controller as defined in legislation and takes the responsibilities of this role seriously.

### Data Protection Officer

Having reviewed the nature and scope of the information held, the Parish Council have decided not to designate a Data Protection Officer in accordance with Article 37 of the EU General Data Protection Regulation (EU2016/679). Overall responsibility for data protection rests with those coordinating the volunteer group.

### Roles and Responsibilities

The Parish Council are responsible for ensuring that their own work practices are compliant with the relevant policies and procedures regarding data protection and for promptly reporting any potential breaches of data protection to the ICO. Failure to do so may result in personal liability.

The Parish Council personally acknowledge their overall responsibility for data protection and specific responsibility for the following:

- Day-to-day responsibility for ensuring policy is put into practice.
- Maintaining the physical security of locations and devices containing personal information.
- Maintaining the cyber security of computer systems containing personal information.
- Maintaining a register of personal information processed by the Clerk.
- Ensuring that any information processing is in accordance with the legal basis and the data protection principles.
- Ensuring that data subjects are informed about processing through privacy notices and other means.
- Ensuring that data subject requests are dealt with appropriately and in a timely manner.
- Ensuring that data breach incidents are dealt with appropriately and in a timely manner.
- Ensuring that business continuity arrangements protect the confidentiality, integrity and availability of personal information even during a crisis.