

Woodmancote Neighbourhood Development Plan GDPR Compliance Policy - August 2019

This policy explains how the Woodmancote Neighbourhood Development Plan Steering Group (WNDPSG) will comply with the GDPR (General Data Protection Regulation). It describes the data that the WNDPSG will hold, what it will do with the data, who has access to the data and in what form, and what you can ask us to do with any data that relates to you.

The WNDPSG in carrying out its role as the group responsible for steering the process of making the Neighbourhood Plan (NDP) on behalf of the Woodmancote Parish Council, will hold data electronically. It may also process some of this data to provide evidence in support of the NDP.

The WNDPSG will collect contact details for community members such as name, address, telephone number or email address.

The purposes for which the WNDPSG collects this information are to produce a database to enable contact with members of the community and to record the extent to which the WNDPSG has surveyed the community for its views. This survey information is required for an approval of the NDP and will include to what extent people have attended Neighbourhood Planning meetings or responded to survey requests. The lawful basis for doing so is the Locality Act 2011.

For these reasons the WNDPSG is subject to Data Protection legislation, particularly in respect of any personal data it holds.

The only organisations with which the Steering Group may share the information are Tewkesbury Borough Council and/or an Independent Examiner who checks whether the proposed NDP meets certain conditions before it can be approved.

When this sort of information is collected, there has to be a Data Controller responsible for how it is processed, and that Data Controller has to be registered with the Information Commissioner's Office.

The Woodmancote Parish Clerk is the Data Controller and is registered as such. You can review the registration by using this link:

<https://ico.org.uk/esdwebpages/search>

Enter registration reference number **ZA543012** (nothing else is needed).

If you have any questions about this or wish to check or have deleted any of your data, then please contact:

By email – clerk@woodmancoteparishcouncil.com

Data Use

The primary personal data that we store, and use are email addresses to enable us to contact anyone who may wish to comment or contribute in the making of the NDP. The NDP is a community plan and so community engagement is central to the task of making it. The WNDPSG will keep a list of email addresses that may also have associated names & addresses linked to them.

Emails

All emails will be handled by one of four nominated persons within the WNDPSG who will have sole access to the NDP@woodmancoteparishcouncil.com account through which all email correspondence from the WNDPSG will take place. If you contact us by email we will reply (if required) and this and any subsequent emails will remain within the email filing system however, if the content of the email requires further discussion by the WNDPSG then the content will be de-personalised before being passed on for discussion.

Your Comments

All comments made to the WNDPSG will have all personal details removed before being put into any public forum or being processed by the WNDPSG. Paper notes on which comments are written will be kept as evidence until the NDP has been made (although they would normally contain no personal data or identifiers). Comments made by email will be retained in the email filing system in their original form as evidence.

End of process

When the NDP has been formed, examined and put to a referendum the WNDPSG should cease to function and all data will become the property of the Woodmancote Parish Council. If the NDP has been approved by the referendum, then personal data will be removed at this point. If the NDP has been rejected then WPC may seek to continue to progress a NDP in another form with a re-formed WNDPSG in which case all data will become the responsibility of this new body for the duration of its existence and it will operate under the same conditions as described here unless and until it publishes a replacement operating statement.

This policy is in accordance with the advice from Information Commissioners Office and can be found by following the link: <https://ico.org.uk/>