

Saham Toney Neighbourhood Plan (STNP)

GDPR Data Protection Statement

Date of Assessment	14 May 2018
Assessment by	STNP Work Group
Data holder	Chris Blow, STNP Work Group Leader
What data is collected?	Parishioners' personal data provided voluntarily with questionnaire responses, either online or in paper form, which may include all of the following data relating to individuals, or any combination of the individual items: Name; First line of address; Postcode; Email address; Telephone number; Age group; IP address of the computer from which certain online responses are made
How is the data used?	Responses by parishioners to consultation questionnaires relating to the Neighbourhood Plan are collected and analysed at various stages of the Plan's preparation. Personal data is temporarily retained to verify the source of the data.
Under what legal basis are you processing the information	Legislative rules, as defined by the 2012 Localism Act and other Acts, under the overall direction of Saham Toney Parish Council in its role as Qualifying Body for the Neighbourhood Plan.
Where is the data processed?	On the personal computer of the data holder
What is the process for deleting the data	The data will be physically deleted from computer storage by encrypted electronic incineration, and hard copies will be shredded: both after the Neighbourhood Plan is "made" (=adopted) by the Local Planning Authority. Data entered online via a Google Form and stored by Google will remain under the data protection offered by Google in accordance with its policies
How is the data used?	<ol style="list-style-type: none"> 1. Parishioners voluntarily complete questionnaires either using online forms on the STNP website or in paper form. 2. Collected data is collated in a Microsoft Excel spreadsheet, wherein responses are summarised and analysed without reference to the personal data. 3. The results of the data analysis are used to prepare graphs and explanatory text concerning consultation responses for inclusion in the Neighbourhood Plan, without the inclusion of any personal data. Responses to a formal public consultation at the Regulation 14 stage are included in a Consultation Statement that is submitted to the Local Planning Authority after the removal of all personal information. Responses to a second public consultation at the future Regulation 16 stage must be made directly to the Local Planning Authority, who will be responsible for any data protection issues arising from that.
Links to related documents	The collated and analysed data is presented in the Neighbourhood Plan and the Consultation Statement, without the inclusion of any personal data
What risks are there to the data subject?	None
How are the data subjects' rights protected?	Both raw and collated data is kept by the data holder on a single computer that is password protected, and is backed up on a local hard drive which is also password protected. Hard copy data is stored in files in a locked cabinet.
Are any additional measures required	No
Date of next review	31 May 2019

		Signature	Date
Prepared by	C Blow, Leader Saham Toney Neighbourhood Plan Work Group		14 May 2018
Approved by	B W Hinkins, Chairman Saham Toney Parish Council		14.5.18