

Freedom of Information & Data Protection Policy

Humshaugh Parish Council

1. Purpose

The Parish Council is committed to openness, transparency, and the proper handling of personal data. This policy explains how the Council Responds to requests for information under the Freedom of Information Act 2000 (FOIA), and

- Collects, uses, stores, and protects personal data in line with data protection legislation.

2. Scope

This policy applies to all records held by the Parish Council, whether paper or electronic, and to all councillors, employees, and volunteers.

3. Responsibilities

- The Parish Clerk is responsible for managing information requests and ensuring compliance with this policy.
- Councillors must ensure that information they handle is treated appropriately and securely.

4. Freedom of Information

4.1 Publication Scheme

The Parish Council has adopted the Information Commissioner's Office (ICO) Model Publication Scheme and will publish information in accordance with it.

4.2 Making a Request

Anyone may request information held by the Parish Council.

Requests must:

- Be in writing (including email),
- Include the applicant's name and contact address, and
- Clearly describe the information requested.

Requests should be sent to the Parish Clerk at: clerk@humshaughparish.gov.uk

4.3 Responses

- Requests will normally be answered within 20 working days.
- Information will be provided unless it is exempt under the FOIA.
- If information is withheld, the reason will be explained.

4.4 Fees

Most requests will be free of charge. Any applicable fees will be notified in advance.

5. Data Protection

5.1 Personal Data

The Parish Council processes personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Personal data will be:

- Processed fairly lawfully and in a transparent manner.

- Collected for specified, explicit and legitimate purposes,
- Adequate, relevant and limited to what is necessary,
- Accurate and kept up to date,
- Stored securely,
- Not kept longer than necessary, and
- Processed in a manner that demonstrates accountability.

5.2 Lawful Basis

Personal data is processed only where there is a lawful basis to do so, such as:

- Legal obligation,
- Public task,
- Contract, or
- Consent (where appropriate).

5.3 Individual Rights

Individuals have the right to:

- Access their personal data,
- Request correction or erasure,
- Restrict or object to processing, and
- Make a complaint to the Information Commissioner's Office (ICO).

Requests relating to personal data (Subject Access Requests) will be responded to within one month.

6. Security of Information

The Parish Council will take reasonable steps to protect information, including:

- Secure storage of paper records,
- Limiting access to those who need it, and
- Using @humshaughparish.gov.uk as the email address for official business.
- Councillors and the Parish Clerk may use personal devices for Council business, provided that appropriate security measures are in place.
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Data may be shared (such as with auditors) and used on third-party services which have appropriate data protection mechanisms in place.

7. Disclosure and Exemptions

Information requests will be handled in accordance with the Freedom of Information Act 2000 and, where applicable, the Environmental Information Regulations 2004. Information may be withheld where an exemption applies, including where disclosure would:

- Breach data protection legislation,
- Breach confidentiality,
- Prejudice legal or commercial interests.

Each request will be considered according to the legal requirements.

8. Complaints

If an applicant is unhappy with how their request has been handled, they may request an internal review by writing to the Parish Clerk. This review will happen within 20 working days. If still dissatisfied, they may complain to the: Information Commissioner's Office (ICO)

9. Review

This policy will be reviewed every three years or earlier if required by changes in legislation or guidance.

Adopted by: Humshaugh Parish Council

Date:

Next review date: Three years from adoption date

Version: 1.0

Data Map (Record of Personal Data Held)

Humshaugh Parish Council

This data map sets out the personal data held by the Parish Council, why it is held, where it is stored, and how long it is retained. It should be read alongside the Council's Document Retention Policy.

Personal Data	To whom it relates	Purpose	Lawful basis	Where stored	Retention period
Clerk name, address, email, phone	Clerk	Council administration and contact	Legal obligation; contract	Council email, paper files	Duration of role + 6 years
Councillor names and contact details	Cllrs	Council business and communication	Public task; legal obligation	Council email, minutes	Duration of role + 1 year
Resident correspondence (emails, letters)	Residents and public	Responding to enquiries	Public task; legal obligation	Council email / files	3 years
Planning consultation responses	Residents	Statutory consultation	Public task; legal obligation	Email / files	3 years
Supplier / contractor contact details	Contractors	Procurement and payment	Legal obligation; contract	Accounts files	6 years
Invoices and payment records (may include names/bank details)	Suppliers	Financial records and audit	Legal obligation; contract	Accounts files	6 years
Grant applications (names, contact details)	Applicants	Assessing and awarding grants	Public task; consent	Email / files	6 years
Complaints (where personal data included)	Residents and public	Investigating complaints	Public task	Secure files	6 years
Mailing list (names, contact details)	Residents and public	Promoting community events and relevant news.	Consent	Email/files; commercial software	2 years of last contact

