

Rushall Parish Council Data Protection Policy

- Rushall Parish Council store all data securely and responsibly.
- Data is never passed on to any third party and is for office use only.
- The council has set minimum standards for the creation of paper or electronic records and have processes in place to ensure that the personal data collected is accurate, adequate, relevant and not excessive. Rushall PC carry out regular reviews to remove any personal data or records that are out of date or no longer relevant.
- Rushall PC stores paper and electronic records securely with appropriate environmental controls and higher levels of security around special categories of personal data. There is a restricted access to records storage areas in order to prevent unauthorised access, damage, theft or loss. This is checked regularly.
- Should you have any queries about your data and how it is stored, please email Claire Ridge rushallparishclerk@gmail.com