

## **Eastling Village Website**

### **General Data Protection Regulation (GDPR) Policy**

#### **What is GDPR**

The General Data Protection Regulation (GDPR), which came into effect on 25<sup>th</sup> May 2018, was created to unify the personal data protection rules across the EU, and must be followed by all companies, businesses or other entities that collect personal data in some way. For these entities, GDPR will introduce many additional rules that will affect many areas of the data management process, such as the collection and storage of data processing documentation, monitoring of potential personal data breaches, and involving a supervisory authority in matters such as, for example, the aforementioned data breaches.

The GDPR's main purpose is to enhance the protections that EU citizens have when their data is used and collected, and afford them new rights such as the right to transfer their personal data, or to be forgotten; that is, to have their personal data removed from a system when the law no longer requires its retention. With all of these new regulations comes enforcement, and in order for companies to protect themselves against fines, it is important that they ensure that they protect any collected personal data as effectively as they can.

Whether you are operating a large online store, news portal or just a small personal blog, if you process any kind of data taken from the users who visit your site, then you will be subject to the new regulations. As such, the Eastling Village website is fully covered by GDPR.

#### **Compliance Audit and Actions**

In order to ensure that the Eastling Village Website complies with GDPR, an audit was conducted to identify any items that might be covered by GDPR and, where required, actions required to enable compliance.

1. A new message will be added to the Homepage of the Website. This will tell users where to find the GDPR Policy on the site. Terms of Agreement for using the Website itself can be found at the bottom of each page.
2. Google Analytics is used to collect data to monitor the Website usage and improve its functionality. No cookies are used on the Website (except to enable Google Analytics to function)

Google Analytics is used by the Webmaster to obtain website statistics. The data collected is also used to improve visitors' experience by identifying trends and modifying the site to respond to these trends. No individuals are uniquely identified by this process. Google is classed as a 'third party data processor', and has stated they will ensure that their services align with the GDPR. The GDPR policy for Google is outside the scope of this document.

3. The Welcome (Home) page generally only contains links to other resources which are already in the public domain e.g. the latest edition of the “Good News” magazine, a message from your County Councillor, etc. Contact numbers for the Village Emergency Telephone number (VETS), the Community Warden covering the village and the Bookings Secretary for the Village Hall are, again, already in the public domain elsewhere.
4. The “The Village” page has sub-pages for
  - a. About Eastling. This sub-page only contains links to information which is already in the public domain, namely Listed Buildings and Monuments in Eastling (from English Heritage) and a Village Study commissioned by the parish Council from a few years ago.
  - b. Location. No GDPR implications.
  - c. Church. Contains the contact details for the Churchwarden and the editor of the “Good News” magazine, both of which are already in the public domain.
  - d. Primary School. Contains the contact details for the Carpenters Arms pub, which is already in the public domain.
  - e. Pub. Contains the contact details for the Carpenters Arms pub, which is already in the public domain.
5. The “News” page reuses, with the editor’s permission, some of the content of the “Good News” magazine.
6. The “History” tab has links to two articles of historical interest, one on the history of Eastling and one on the history of St. Mary’s Church, neither of which contains personal information. It also contains a link to the school’s own website.
7. The “Parish Council” page only contains information on the Parish Council’s membership and schedule of meetings that is already in the public domain. The Agendas and Minutes of meetings links to the Parish Council’s own website.
8. The “Village Hall” page only contains information on the Trustees/Bookings Secretary that is already in the public domain. A link is provided to the Village Hall’s own website.
9. The “Public Services” page only contains information on a number of public services that are already in the public domain, including
  - a. Faversham Library;
  - b. Health & Welfare (NHS Choices, NHS 111 service, Citizens Advice Bureau, Swale Citizens Advice Bureau, and CXX, a charity that supports children, young people, adults and families);
  - c. Swale and Eastling’s Neighbourhood Watches;
  - d. Local Councils (Eastling parish Council, Swale borough Council and Kent County Council);
  - e. Eastling’s Community Warden representative;
  - f. Police (Kent Police, local Police Stations, Neighbourhood Watch and Crimestoppers);

- g. Public Transport (Local bus services, bus services further afield and rail services);
- h. Contacts for bin collections and recycling centres; and
- i. Royal mail collection times for Eastling.

10. The “Clubs & Societies” page contains information on a number of the clubs and societies that use the Village Hall. All such information is already in the public domain. A number of pictures are used which include identifiable individuals; these will be removed.

11. The “Nearby” page contains information which is already in the public domain for a number of nearby theatres, cinemas, B&Bs, pubs and places to visit.

12. The “Gallery” page contains a number of pictures from the past, present and wintry scenes. A number of pictures are used which include identifiable individuals; these will be removed.

### **Privacy Notice**

Whilst the Village Website is not required to provide a privacy notice as it is only processing data for the purposes of publicising the village of Eastling, for the avoidance of doubt, the following privacy notice will be included on the Website:-

*“The Eastling Village Website uses personal data wholly for the purposes of publicising the village of Eastling, its amenities, events and sights of interest. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the Webmaster.”*

### **Subject Access Requests (SARs)**

SARs may be received for a number of reasons:-

1. Confirmation as to whether or not personal data concerning them is being used, where and for what purpose;
2. A request to have data rectified if incorrect or incomplete; and
3. A request to have data erased where there is no compelling reason for it to continue to be held.

Upon the receipt of a SAR, the Webmaster will first verify the individual’s identity. All SARs will be processed within 30 days.

A user may, on request to the webmaster, request that any and all information regarding them, stored on the website, calendar or elsewhere be removed. Such data will not be deactivated or hidden and will be deleted entirely.

### **Access to Information**

In order to update and maintain the Eastling Village Website, the site Webmaster has access to all the data contained on and processed by the Website.

For any queries relating to data held or processed by the Eastling Village Website, please contact the Webmaster, Paul Ainsworth, at [kavallach6@btinternet.com](mailto:kavallach6@btinternet.com) or, in writing, to The Old Post Office, The Street, Eastling. ME13 0AZ.

### **The Prevention of, and Reporting of, Breaches**

The Webmaster will ensure that any PC, laptop, mobile, tablet, CD or memory stick used for Eastling Village Website purposes is password protected and that if any of these items are stolen or hacked, and risk to individuals results, the breach is reported. The same applies to paper files.

The Webmaster should also be contacted should any member of the Public believe that a breach of confidentiality has occurred. Any breach will be reported to the Information Commissioner's Office (ICO) within 72 hours (3 days)

### **Website Terms of Agreement**

#### ***Copyright Statement***

The copyright of the material on this website belongs to either the Webmaster or the author. All authors either give their express permission for publication by their submission of the item or have placed such information into the public domain. You are welcome to download any of the material for your own personal use on these terms and conditions:-

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- You will not, without the prior written agreement of the Webmaster, reproduce, redistribute or alter any of the material; or alter or remove any copyright notices on the material; and
- By downloading, installing or using any of the material you automatically agree to these terms and conditions. If you do not agree to these terms and conditions, then please do not download, install or use any of the material.

All other rights are reserved to the Webmaster. Any infringement of rights will result in the appropriate legal action.

#### ***Liability Statement***

Whilst every care is taken in the compilation of the material, content and information contained within this website, and every effort is made to ensure that it is both accurate and up to date, neither the Webmaster nor any other party involved in any way with this Website can be held responsible for any loss, cost, damage, inconvenience or expense caused through the use of this Website or as a result of any inaccuracy or error contained within the Website or any information or material displayed on or contained within it.

### ***Virus and Malware Checking***

Whilst all reasonable steps have been taken to ensure that this website is free from computer viruses, neither the Webmaster nor any other party involved in any way with this Website, accepts any liability in respect of any loss, cost, damage, inconvenience or expense suffered as a result of accessing this Website or any of its attachments. Please ensure that you take any steps you regard as necessary to protect your computer system from such attack.