

DATA PROTECTION AND CONFIDENTIALITY STATEMENT HALLOW NEIGHBOURHOOD DEVELOPMENT PLAN (NDP)

This statement sets out the position on Data Protection and Confidentiality in respect of the activities and data collection carried out by Hallow Neighbourhood Development Plan Steering Group (HNDPSG).

1. The Neighbourhood Development Plan Steering Group was authorised by Hallow Parish Council following the Parish Council meeting of June 12th 2017.
2. Our approach is compatible with guidelines stated by the Information Commissioners Office (<https://ico.org.uk/for-organisations/guide-to-data-protection/>), and with the UK Data Protection Act 1998.

For example, the Data Protection Act states that information can only be:

- Used fairly and lawfully
- used for limited, specifically stated purposes
- used in a way that is adequate, relevant and not excessive
- accurate
- kept for no longer than is absolutely necessary
- handled according to people's data protection rights
- kept safe and secure
- not transferred outside the [European Economic Area](#) without adequate protection

(<https://www.gov.uk/data-protection/the-data-protection-act>)

In order to comply with this the Hallow NDP Group will only use your data in the following ways:

3. Any names, addresses, email addresses and phone numbers that you provide to us will only be used in respect of communications about the NDP. They will be safely stored and not passed onto any third party. Names, addresses, phone numbers and email addresses will be deleted once the NDP is adopted.
4. If a survey or questionnaire is distributed to the parish this will follow the normal protocol for NDPs:
 - Names, addresses, email addresses and phone numbers will be removed from questionnaires before they are handed over for inputting of answers. The answers are used only in an aggregated, anonymised and general way. Removal of names and addresses will be carried out by nominated personnel who will sign a confidentiality agreement. This is likely to be the parish councillors on the steering group and other members of the steering group who understand fully the reasons for confidentiality.

-Inputting of answers will only be carried out by nominated personnel who will sign a confidentiality agreement, or by the consultants working for Hallow PC NDP.

-Distribution of questionnaires will be carried out by nominated personnel who will sign a confidentiality agreement.

-Survey data will be handled in accordance with Data Protection Act 1998 and codes of practice covering handling of survey material, including secure electronic data storage.

-Villagers or other stakeholders will be able to return their questionnaires in envelopes to designated 'post boxes'; and if possible arrangements will be made for secure electronic returns if required.

5. You may be asked for your views at engagement events or in meetings and discussions. Your views are important to the process and will always be treated with respect. Individual comments will not be ascribed to particular persons.

6. The formal consultation process carried out by Malvern Hills District Council will be carried out according to their rules and procedures for Data Protection.

If you have any concerns or questions please contact:

Hazel Kemshall, NDP lead at hazelkemshall@gmail.com or on 01905 641 632.