



ERISWELL PARISH COUNCIL

Parish clerk: Nicola Glading

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MINUTES

of the ERISWELL PARISH COUNCIL MEETING held on 30th MARCH 2021

This meeting was held by virtue of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 These Regulations came into force 4th April 2020 UK Statutory Instruments 2020 No. 392 PART 2 Regulation 5

Present:

Cllr L. Hall (Chairman)

Cllr A. Bibbey (Vice Chairman)

Cllr R. Hall

Cllr B. Thomas

Cllr B. Foster

In attendance:

C/Cllr C. Noble

N. Glading, parish clerk

G. Tolmie, footpath warden

3 members of the public (one audio only)

2021/ 241	RECORDING OF MEETING	
	The meeting was not recorded	
2021/ 242	APOLOGIES FOR ABSENCE	
a.	Council received apologies for absence from Wg. Cdr. J. Turnbull: Please accept my late apologies for this evening's meeting. Naturally if any of the Councillors have anything specific that they wish to be addressed I would be happy to receive an email or telephone call. Cllr P Seaney: Please pass on my apologies as I'm still at sea , I'm due to arrive Singapore Wednesday. D/Cllr S Frost: another meeting Cllr R Hall: unavailable	
b.	Councillors consented to accept the apologies received	
2021/ 243	DECLARATIONS OF INTEREST	
	None	
2021/ 244	PUBLIC PARTICIPATION	
	(i) An email query from an Earlsfield resident had been received 23/03/2021 <i>"There appears to be more and more dog walkers, including complete family groups with pushchairs believing the woods are public property. As that, I believe, is private property owned by Lord Ivor and is left alone benefitting the wildlife (I have seen dogs off leads chasing muntjac deer) it would be advantageous if signs could be put up to that effect and the chain link fence</i>	

	<p><i>repaired where it has been broken down to gain access.</i></p> <p><i>Regards” (name and address supplied, invited to attend)</i></p> <p>A copy of the email was sent to councillors 24.03.2021</p> <p>The resident was present at the meeting and told the Councillors that he has a chain link fence between his house and the woods. He feels that bats and other wildlife are being disturbed by the presence of people and dogs off leads.</p> <p>The Councillors were hesitant to repair or agree to maintenance as we do not own the fence or the wood. This is owned by Lord Iveagh as part of Elveden Estates.</p> <p>Clerk to write to the Elvedon Estate manager to advise of damage to fence. It was thought that the small wood may need a form of protection for the sake of the wildlife, clerk to find out how this may be achieved, and if Site of Special Scientific Interest (SSSI) status is in place.</p>	<p>Clerk</p> <p>Clerk (SWT query and map SSSI)</p>
2021/245	UPDATES FROM COUNTY/DISTRICT COUNCILLORS	
a.	Update from Wg. Cdr. Jamie Turnbull, RAF Lakenheath: apologies had been received from the Wing Commander	
b.	<p>Update from C/Cllr Colin Noble, Suffolk County Councillor (report circulated) C/Cllr Noble reported that the main thing he had to say is that the Eriswell Parish Council speed activated signage funding is now on hold as we are now in purdah/ moratorium period, and local representatives are LG not allowed to do anything. If Cllr Noble is voted in, he will move our SID funding forward. If not, he will impress on the new Councillor that this is an urgent safety matter</p> <p>All residents have had their council tax bills, which have gone up- the last year has been extraordinary.</p> <p>There will be an election Leaflet through doors in near future or Google “Suffolk Conservatives”</p> <p>The Manifesto covers whole of Suffolk, there is money in there for footpaths (mainly repair) and continuing with streetlight repair.</p> <p>Cllr Noble is also standing for West Suffolk District Council</p> <p>The clerk reported that Andrew Alberry (SCC Streetlights) had written to confirm that only the roundabout lights at Earlsfield had been adopted by SCC. Clearly there is a discrepancy here as The MoD had assured the Chairman and the clerk that SCC adopted all the lighting units two years ago. Radcliff road is a particular concern.</p> <p>Cllr Noble will contact the relevant officers, this is unacceptable and a position needs to be found on this inconsistency.</p> <p>C/Cllr Noble left the meeting</p>	
c.	To receive an update from West Suffolk D/Cllr S Frost, West Suffolk District Councillor: apologies had been received	
2021/ 246	MINUTES OF THE PARISH COUNCIL MEETING held on 2nd March 2021	
a.	<p>The minutes of the meeting held on 2nd March 2021 were unanimously AGREED and the Chair was authorised to sign the same outside if the meeting</p>	<p>Posted</p> <p>02.04.21</p>

b.	The Chair was authorised to sign the same outside if the meeting	
c.	Business remaining from previous meeting, not on this agenda: none	
2021/247	FINANCE/ AUTHORISATION OF PAYMENTS/ DONATIONS	
a.	The March itemised expenditure/ invoices for payment were unanimously AGREED and cheque signatories were authorised to sign the same outside of the meeting	Appendix 1
b.	It was AGREED to donate £292.80 (inclusive delivery and VAT) to Eriswell Playing Field to purchase 6 cubic metres of play bark to meet inspectors' recommendations.	
2021/ 248	SUMMARY OF PROJECTS and ASPIRATIONS 2021	
a.	<p>(i) The Summary of projects and aspirations 2021 was NOTED</p> <p>Footpath Earlsfield/ Eriswell: Cllr Foster has experience of this type of project and confirmed that a footpath so close to the road and volunteers working near the road would be problematic and permits/ road closures would be involved. The most suitable pathway would be along the fields: however, it was thought that this has already been suggested to the Estate and had been refused. Clerk to look up and report back to next meeting.</p> <p>Mr Tolmie will video the potential route to illustrate difficulties.</p> <p>(ii) Cllr J Seaney has set up the official Eriswell Facebook page: now up and running.</p>	<p>Clerk</p> <p>Mr Tolmie</p>
2021/249	MATTERS RELATING TO PLANNING FOR ERISWELL	
a.	<p>NOTED : Delegation Panel Decision - Tuesday 9 March 2021 Application number DC/20/0122/FUL Proposal: 1 no. office (Class B1) with associated servicing space Location: Shopping Centre, Earls Field, Raf Lakenheath, IP27 9RX. Case officer: Olivia Luckhurst. Member comment: No comments received.</p> <p>Recommendation of the Panel: Delegated</p> <p>Assistant Director decision: Delegated</p> <p>Officer 'minded to' position: GRANT.</p>	
2021/250	CLERKS REPORT	
a.	<u>Update on SID device funding</u> of unit: covered at 245 b.	
b.	<u>Update on Earlsfield street lighting units</u> handed over to SCC, specifically Radcliff Road, covered at 245 b.	
c.	<p><u>Noticeboard at the shops</u>- inscription "Eriswell Parish Council" and map on back are still required.</p> <p>Purchase of additional magnetic holders: clerk to supply.</p>	Clerk
d.	<p><u>Earlsfield: grass maintenance in 2021</u></p> <p>The Parish Council undertook the grass cutting of the larger open areas at Earlsfield in 2020 because the responsible party, i.e. the Landowner, had made no efforts to do so. However, this escalated as residents complained that smaller areas were not being cut and these were included. This is not feasible going forward in 2021.</p> <p>Wg. Cdr. J. Turnbull to be asked if grass cutting and litter picking might be something that MoD/USAF Volunteers might consider working on. Next agenda</p>	

	<p>Councillors unanimously AGREED to pay for 3 cuts of the larger areas only at £175.00 per cut. Clerk to inform Contractor.</p> <p>A suggestion that an Earlsfield committee could be formed to cut the grass was thought not to be feasible.</p> <p>Clerk had written to Cllr Noble asking if he would write to the Landowner to emphasise that it is his company's responsibility. Cllr Noble replies: <i>"With regards the grass cutting. The best person to take this up is Lesley-Ann as she is West Suffolk point of contact who is in touch with the landowners, she will have better impact than I".</i></p>	<p>Clerk</p> <p>Clerk</p>
e.	<p><u>Earlsfield: bin installation and emptying at the Earlsfield shopping centre</u> Currently waiting for agreement from WSDC on additional emptying programme. The bin outside Londis is overflowing at times: Cllr L Hall will ask for the CCTV footage from Londis.</p>	Cllr L Hall
f.	<p><u>Template for Emergency Plan and Draft Emergency Plan</u> Clerk to produce for discussion at next meeting.</p>	Clerk
g.	Clerks draft Summary of Projects and Aspiration 2021: Dealt with at 248 a.	
h.	<p><u>Speeding Forum 8th March 2021</u> Clerk had attended a session on speeding by zoom link. SCC have a new initiative and have purchased 7 ANPR camera devices. It is anticipated that demand from the parishes is likely to be considerable. Clerk to ensure Eriswell PC are listed as having compelling need.</p>	Clerk
i.	<p><u>The Eriswell sign</u>: Mr Butterworth had asked for specific details about the village sign as he is producing a set of cards in which our sign will feature. The councillors AGREED the wording, which had also been checked by the previous Chairman, Mrs P Brunning. Clerk to contact Mr Butterworth</p>	<p>Appendix 2</p> <p>Clerk</p>
j.	<p><u>Litter pick</u>: A volunteer from the Earlsfield community had come forward to offer to help. Clerk to return the borrowed equipment to West Row PC and it was unanimously to authorise the Clerk to purchase hi vis vest "Eriswell Parish Council" litter hoops (to keep bags open) litter pickers Volunteers to be asked for on the EPC Facebook page</p>	Clerk
k.	<p><u>Other matters:</u> <u>Earlsfield and dropped kerbs</u> <i>"Dropped kerbs are something that my Highways budget would be used to fund. Let me have the details of where and I will put it into my system for picking up post the election or handing over to the next Councillor with my recommendation."</i> Councillors to send recommended dropped kerbs at Earlsfield to the clerk</p>	<p>All Councillors</p>
2021/251	CHAIRS ITINERARY and REPORTS (on the night)	
a.	<p>Chairmans report Garth Tolmie will borrow Go Pro and walk from Earlsfield to Eriswell and from Earlsfield, past the Roebuck new bungalows to village border. Additionally, Mr Tolmie will note the numbers on streetlights, supplying the information to Cllr L Hall.</p>	Mr Tolmie & Cllr L Hall

b.	Councillors reports, to include: <ol style="list-style-type: none"> 1. Update on Eriswell Reading Room: deferred 2. Update from Eriswell Playing Field Committee: deferred 3. Inspection of alleyways etc for litter (Cllr P Seaney): deferred 4. Potential playground at Earlsfield (Cllr J Seaney): deferred 5. Other reports from councillors: none 	
2021/252	UPDATE ON NEW NOTICE BOARDS (Cllr Bibbey) Ref: Minute 2021/ 232 f.	
a.	Update on new Noticeboards (two small at Roebeck and Sparkes Farm and one large at Little London) Clerk drew the Councillors attention to EPC Standing Order 6.1: 6. Orders for Work, Goods and Services (under £25,000) 6.1 Purchase orders for works, goods, or services up to an estimated value of £5,000 need not be subject to the competitive bid requirement. Three formal quotations will be sourced (wherever possible) for orders for works, goods, or services between an estimated value of £5,000 and £25,000. The RFO is responsible for obtaining value for money at all times. It was unanimously RESOLVED to purchase 3 Noticeboards @ total cost £ 2,425.81. Cllr Bibbey will order.	Appendix 3
2021/253	GOVERNANCE	
a.	The present clerk, Nicola Glading, was appointed as the officer responsible for the financial administration of Eriswell Parish Council, in accordance with Section 151 of the Local Government Act 1972	
b.	It was RESOLVED to amend the EPC Standing Orders Standing Orders to include a time limit on meeting of between one and a half to two hours (six month alteration rule: July meeting)	
c.	The following policies/ procedures were unanimously AGREED en bloc: <ol style="list-style-type: none"> 1. Data protection information, privacy, data retention and disposal policy 2. Procedures for dealing with a Subject Access Request (SAR) 3. Procedures for dealing with data breaches. 4. Accessibility statement. 	Appendix 4
2021/254	INTERNAL AUDITORS REPORT 2020	
a.	The Internal auditors' recommendations 2020 were NOTED	
2021/255	EXCHANGE OF INFORMATION	
	None	
2021/256	EXCLUDED ITEM	
	It was RESOLVED that resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting due to the confidential nature of the business to be discussed at item 2021/86 (commercially sensitive)	2 members of the public left the meeting

2021/257	The quotations for a second bus shelter build on B1112 (Earlsfield) were discussed. Councillors remained uncertain and a decision was not reached. It was pointed out that a white shelter would very quickly look dirty. A Councillor had noticed the bus shelter at Fornham St Martin: clerk to seek details from the Fornham St Martin clerk	Clerk
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Meeting ended 8.46 pm

Date of next scheduled meeting 27th April 2021

Appendix 1

ERISWELL ACCOUNTS PAYABLE				
Payee	Item		Amount	VAT
NG	Salary March 2021		£391.56	
NG	Office expenses jan feb march £78	£78.00	£78.00	
NG	postage	£2.84	£2.84	
NG	Re imburse stationery, files, inkjets fr Wilco see below		£32.50	
SALC	Payroll services to 31st March 2021		£54.00	£9.00
Eriswell Recreation Ground	Donation (cost of replenishing playground bark) Minute 2021/247 b.		£292.80	tba

(payslip to Chair 21/03/2021)

£504.90

Appendix 2

ERISWELL SIGN



CLLRS TO PROOF READ (AGREED AT COUNCIL MEETING 30th MARCH 2021)

6. Eriswell

The Eriswell sign was a Millennium project and is composed of painted aluminium, it cost £1575 to complete.

Top centre is the local parish Church of Saint Laurence and Saint Peter and each side are trees extending over the sign's rim. These indicate the areas wooded nature, the light sandy soil favouring conifers.

Foremost in the centre is a tractor and plough, vital to the areas farming success, then on each side bird portraits.

To the left is a stone curlew, which thrives locally due to special areas of protection, and to the right a male pheasant with wheat ears behind.

The village name is next in a curved draped banner leaving two corners for further elements.

On the left is painted an F-111 swing wing bomber indicating the proximity of an American Airbase, at Lakenheath.

On the right hand foot of the sign is a chequer board, evidence of the local public house "The Chequers", and a foaming glass of Guinness, thought to be a reference to the family name of Lord Iveagh.

Beneath all is an acorn and a sprig of oak leaves.

The sign was unveiled on Saturday 17th November 2001.

Appendix 3



Greenbarnes Ltd.

Andrew Bibbey
Eriswell Parish Council

QUOTATION

Ref No. 24259/2
Dated 30/03/2021
Contact Andrew Bibbey
Tel
Fax
Mobile

Dear Andrew,

Further to your enquiry, please find below details of our quotation for supply of the items required. Please refer to the foot of the main quotation for details including costs of available options and variations.

Re : 3 off Man-made timber P6A4 Single Bay Noticeboards for customers existing posts

Item	Qty	Ref Code	Description	Unit Price	Total
A	3	P6A4	Single Bay 6 x A4 Landscape Man-Made Timber Noticeboard (O/a size 837mm wide x 760mm high) Polycarbonate Glazed/Lockable	£557.80	£1,673.40
B	3	PHA4	Header For Single Bay 6A4 Landscape or 9A4 Portrait Man-Made Timber Noticeboard, Straight Pattern 95mm	£47.08	£141.24
C	63	SLP	Signwriting for MmT headers, Cost per character in vinyl lettering.	£3.12	£196.56
ERISWELL PARISH COUNCIL X 3					
Times or Arial font ? White, Black or Gold vinyl ?					
D	1	DELP6A4	Carriage 6A4 MmT Noticeboard	£72.84	£72.84

Sub Total	£2,084.04
Discount (3%)	£62.52
Discounted Total	£2,021.51
VAT	£404.30
TOTAL	£2,425.81

Terms:

Payment: Net 30 days

Payment Methods Accepted By:

Cheques: Made payable to Greenbarnes Ltd

BACS: Metro Bank, Sort Code 23-05-80. Account No 26585244

Credit/Debit Cards accepted

VAT is charged at 20%.

Greenbarnes Ltd., Unit 7 Barrington Court, Ward Road, Buckingham Road Ind Est, BRACKLEY, Northamptonshire, NN13 7LE

Telephone : 01280 701093 Fax: 01280 702843 Web: www.greenbarnes.co.uk

Registration No: 2158191 VAT NO: GB 623 7575 28

Appendix 4

1. DATA PROTECTION, RETENTION and DISPOSAL POLICY

1. POLICY STATEMENT

1.1 Everyone has rights with regard as to how their personal information is handled. During the course of the Parish Council's activities, it will collect, store and process personal information about its staff and Councillors, and it recognises the need to treat it in an appropriate and lawful manner.

1.2 The types of information that the Parish Council may be required to handle include details of current, past and prospective employees, suppliers, and customers in accordance with our document retention policy. The information, which may be held on paper or on a computer or other media, is subject to certain legal safeguards specified in the Data Protection Act 1998 (the Act) and other regulations. The Act imposes restrictions on how it may use that information.

1.3 This policy does not form part of any employee's contract of employment and it may be amended at any time. Any breach of this policy will be taken seriously and may result in disciplinary action.

2. STATUS OF THE POLICY

2.1 This policy sets out the Parish Council's rules on data protection and the legal conditions that must be satisfied in relation to the obtaining, handling, processing, storage, transportation and destruction of personal information.

2.2 If you consider that the policy has not been followed in respect of personal data about yourself or others you should raised the matter with the Chairman of the Parish Council.

3. DEFINITION OF DATA PROTECTION TERMS

3.1 Data is information which is stored electronically, on a computer, or in certain paper-based filing systems.

3.2 Data subjects for the purpose of this policy include all living individuals about whom we hold personal data. A data subject need not be a UK national or resident. All data subjects have legal rights in relation to their personal data.

3.3 Personal data means data relating to a living individual who can be identified from that data (or from that data and other information in our possession). Personal data can be factual (such as a name, address or date of birth) or it can be an opinion (such as a performance appraisal).

3.4 Data controller Is the Proper Officer of Eriswell Parish Council, who determines the purposes for which, and the way any personal data is processed. It has a responsibility to establish practices and policies in line with the Act. It is the data controller of all personal data used in our business.

3.5 Data users include employees whose work involves using personal data. Data users have a duty to protect the information they handle by following our data protection and security policies at all times.

3.6 Data processors include any person who processes personal data on behalf of a data controller. Employees of data controllers are excluded from this definition, but it could include suppliers which handle personal data on our behalf.

3.7 Processing is any activity that involves use of the data. It includes obtaining, recording or holding the data, or carrying out any operation or set of operations on the data including organising, amending, retrieving, using, disclosing, erasing or destroying it. Processing also includes transferring personal data to third parties.

3.8 Sensitive personal data includes information about a person's racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership, physical or mental health or condition or sexual life, or about the commission of, or proceedings for, any offence committed or alleged to have been committed by that person, the disposal of such proceedings or the sentence of any court in such proceedings. Sensitive personal data can only be processed under strict conditions and will usually require the express consent of the person concerned.

4. DATA PROTECTION PRINCIPLES

- Anyone processing personal data must comply with the eight enforceable principles of good practice. These provide that personal data must be:

- Processed fairly and lawfully.
- Processed for limited purposes and in an appropriate way.
- Adequate, relevant and not excessive for the purpose.
- Accurate.
- Not kept longer than necessary for the purpose.
- Processed in line with data subjects' rights.
- Secure.
- Not transferred to people or organisations situated in countries without adequate protection.

5 FAIR AND LAWFUL PROCESSING

5.1 The Act is intended not to prevent the processing of personal data, but to ensure that it is done fairly and without adversely affecting the rights of the data subject. The data subject must be told who the data controller is, the purpose for which the data is to be processed by us, and the identities of anyone to whom the data may be disclosed or transferred.

5.2 For personal data to be processed lawfully, certain conditions must be met. These may include, among other things, requirements that the data subject has consented to the processing, or that the processing is necessary for the legitimate interest of the data controller or the party to whom the data is disclosed. When sensitive personal data is being processed, more than one condition must be met. In most cases the data subject's explicit consent to the processing of such data will be required.

6. PROCESSING FOR LIMITED PURPOSES Personal data may only be processed for the specific purposes notified to the data subject when the data was first collected or for any other purposes specifically permitted by the Act. This means that personal data must not be collected for one purpose and then used for another. If it becomes necessary to change the purpose for which the data is processed, the data subject must be informed of the new purpose before any processing occurs.

7. ADEQUATE, RELEVANT AND NON-EXCESSIVE PROCESSING

Personal data should only be collected to the extent that it is required for the specific purpose notified to the data subject. Any data which is not necessary for that purpose should not be collected in the first place.

8. ACCURATE DATA Personal data must be accurate and kept up to date. Information which is incorrect, or misleading is not accurate, and steps should therefore be taken to check the accuracy of any personal data at the point of collection and at regular intervals afterwards. Inaccurate or out-of-date data should be destroyed.

9. TIMELY PROCESSING Personal data should not be kept longer than is necessary for the purpose. This means that data should be destroyed or erased from the Parish Council's systems when it is no longer required. For guidance on how long certain data is likely to be kept before being destroyed,

10. PROCESSING IN LINE WITH DATA SUBJECT'S RIGHTS Data must be processed in line with data subjects' rights. EPC must ensure individuals can exercise their rights in the following ways:

- Right to be informed / providing privacy notices / keeping a record of how EPC uses personal data to demonstrate compliance
- Right of access: o enabling individuals to access their personal data and supplementary information / be aware of and verifying the lawfulness of the processing activities
- Right to rectification: rectifying or amending personal data of the individual if requested / carrying out the above process within one month
- Right to erasure: deleting or removing an individual's data if requested and there is no compelling reason for its continued processing.
- Right to restrict processing: o complying with any request to restrict, block or suppress the processing of personal data o retaining only enough data to ensure the right to restriction is respected in the future
- Right to data portability:

Providing individuals with their data so that they can reuse it for their own purposes and providing it in a commonly used format (i.e. machine-readable format)

- Right to withdraw consent, respecting the right of an individual to withdraw consent to the processing at any time for any processing of data to which consent was obtained or withdrawal can be by telephone, email or by post.
- The right to lodge a complaint with the Information Commissioner's Office.

<https://ico.org.uk/global/contact-us/email/>

or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

11. DATA SECURITY

11.1 The Parish Council must ensure that appropriate security measures are taken against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to, personal data. Data subjects may apply to the courts for compensation if they have suffered damage from such a loss.

11.2 The Act requires us to put in place procedures and technologies to maintain the security of all personal data from the point of collection to the point of destruction. Personal data may only be transferred to a third-party data processor if he agrees to comply with those procedures and policies, or if he puts in place adequate measures himself.

11.3 Maintaining data security means guaranteeing the confidentiality, integrity and availability of the personal data, defined as follows: (a) Confidentiality means that only the Proper Officer is authorised to use the data and can access it. (b) Integrity means that personal data should be accurate and suitable for the purpose for which it is processed. (c) Availability means that authorised users should be able to access the data if they need it for authorised purposes.

11.4 Security procedures include: (a) Secure lockable desks and cupboards. Desks and cupboards should be kept locked if they hold confidential information of any kind. (Personal information is always considered confidential.) (b) Methods of disposal. Paper documents should be shredded. (c) Equipment. Data users should ensure that individual monitors do not show confidential information to passers-by.

12 DEALING WITH SUBJECT ACCESS REQUESTS (SAR) The Parish Council is aware that people have the right to access any personal information that is held about them. If a person requests to see any data that is being held about them, this will be handled in accordance with EPC's Subject Access Request (SAR) Policy.

13 PROVIDING INFORMATION OVER THE TELEPHONE Any member of staff dealing with telephone enquiries should be careful about disclosing any personal information held by the Parish Council. In particular they should:

- Check the caller's identity to make sure that information is only given to a person who is entitled to it.
- Suggest that the caller put their request in writing if they are not sure about the caller's identity and where their identity cannot be checked.
- Refer to the Clerk for assistance in difficult situations. No-one should be bullied into disclosing personal information.

14. ACCESS TO POLICIES REFERRED TO UNDER THIS POLICY

For details of all of the policies relevant to EPC as a local government authority please visit the Parish Council's website

Date approved 23rd March 2021

Next review March 2022

2. SUBJECT ACCESS REQUEST (SAR) POLICY

1. UPON RECEIPT OF A SAR, ERISWELL PARISH COUNCIL (EPC) WILL:

- Verify whether EPC is the controller of the data subject's personal data. If it is not a controller, but merely a processor, EPC will inform the data subject and refer them to the actual controller.
- Verify the identity of the data subject; if needed, request any further evidence on the identity of the data subject.
- Verify the access request; is it sufficiently substantiated? Is it clear to the data controller what personal data is requested? If not: request additional information.
- Verify whether requests are unfounded or excessive (in particular because of their repetitive character); if so, EPC may refuse to act on the request or charge a reasonable fee.

- (e) Promptly acknowledge receipt of the SAR and inform the data subject of any costs involved in the processing of the SAR.
- (f) Verify whether EPC processes the data requested. If it does not process any data, inform the data subject accordingly. At all times make sure the internal SAR procedure is followed and progress can be monitored.
- (g) Ensure data will not be changed as a result of the SAR. Routine changes as part of the processing activities concerned are permitted.
- (h) Verify whether the data requested also involves data on other data subjects and make sure this data is filtered before the requested data is supplied to the data subject; if data cannot be filtered, ensure that other data subjects have consented to the supply of their data as part of the SAR.

2. RESPONDING TO A SAR

- (a) Eriswell Parish Council will respond to a SAR within one month after receipt of the request:
 - (i) If more time is needed to respond to complex requests, an extension of another two months is permissible, provided this is communicated to the data subject in a timely manner within the first month.
 - (ii) if the council cannot provide the information requested, it should inform the data subject on this decision without delay and at the latest within one month of receipt of the request.
- (b) If a SAR is submitted in electronic form, any personal data should preferably be provided by electronic means as well.
- (c) If data on the data subject is processed, make sure to include as a minimum the following information in the SAR response:
 - (i) the purposes of the processing;
 - (ii) the categories of personal data concerned;
 - (iii) the recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations, including any appropriate safeguards for transfer of data, such as Binding Corporate Rules or EU model clauses ;
 - (iv) where possible, the envisaged period for which personal data will be stored or, if not possible, the criteria used to determine that period;
 - (v) the existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
 - (vi) the right to lodge a complaint with the Information Commissioners Office (“ICO”); (vii) if the data has not been collected from the data subject: the source of such data;
 - (viii) the existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.
- (d) Eriswell Parish Council will provide a copy of the personal data undergoing processing.

Date approved 23rd March 2021

Next review March 2022

SUBJECT ACCESS REQUEST (SAR) PROCEDURE

1. SUBJECT ACCESS REQUESTS (“SAR”) BASIC REQUIREMENTS

- A. Inform data subjects of their right to access data and provide an easily accessible mechanism through which such a request can be submitted.
- B. Make sure a SAR policy is in place within the council and that internal procedures on handling of SARs are accurate and complied with. Include, among other elements, provisions on:
 - (1) Responsibilities (who, what)
 - (2) Timing
 - (3) Changes to data
 - (4) Handling requests for rectification, erasure or restriction of processing.

C. Ensure personal data is easily accessible at all times in order to ensure a timely response to SARs and that personal data on specific data subjects can be easily filtered.

D. Where possible, implement standards to respond to SARs, including a standard response.

2. SUBJECT ACCESS REQUESTS PROCEDURE FOR EPC

A. What must EPC do?

1. MUST: On receipt of a subject access request, the Clerk will inform the Chair

2. MUST: The Clerk (in conjunction with the Chair/ Vice Chair) must correctly identify whether a request has been made under the Data Protection legislation

3. MUST: The Clerk, and as appropriate, Chair/ Vice-Chair, who receives a request to locate and supply personal data relating to a SAR must make a full exhaustive search of the records to which they have access.

4. MUST: All the personal data that has been requested must be provided unless an exemption can be applied.

5. MUST: EPC must respond within one calendar month after accepting the request as valid.

6. MUST: Subject Access Requests must be undertaken free of charge to the requestor unless the legislation permits reasonable fees to be charged.

7. MUST: Councillors and managers must ensure that the staff they manage are aware of and follow this guidance.

8. MUST: Where a requestor is not satisfied with a response to a SAR, the council must manage this as a complaint.

3. HOW MUST THIS BE UNDERTAKEN?

1. Notify the Chair/ Vice Chair upon receipt of a request.

2. EPC must ensure a request has been received in writing where a data subject is asking for sufficiently well-defined personal data held by the council relating to the data subject. EPC should clarify with the requestor what personal data they need. They must supply their address and valid evidence to prove their identity. The council accepts the following forms of identification (* These documents must be dated in the past 12 months, +These documents must be dated in the past 3 months):

- Current UK/EEA Passport
- UK Photocard Driving Licence (Full or Provisional)
- Firearms Licence / Shotgun Certificate
- EEA National Identity Card
- Full UK Paper Driving Licence
- State Benefits Entitlement Document*
- State Pension Entitlement Document*
- HMRC Tax Credit Document*
- Local Authority Benefit Document*
- State/Local Authority Educational Grant Document*
- HMRC Tax Notification Document
- Disabled Driver's Pass
- Financial Statement issued by bank, building society or credit card company+
- Judiciary Document such as a Notice of Hearing, Summons or Court Order
- Utility bill for supply of gas, electric, water or telephone landline+
- Most recent Mortgage Statement
- Most recent council Tax Bill/Demand or Statement
- Tenancy Agreement
- Building Society Passbook which shows a transaction in the last 3 months and the requester's address

3. Depending on the degree to which personal data is organised and structured, you will need to search emails (including archived emails and those that have been deleted but are still recoverable), Word documents, spreadsheets, databases, systems, removable media (for example, memory sticks, floppy disks,

CDs), tape recordings, paper records in relevant filing systems etc. which your area is responsible for or owns.

4. EPC must not withhold personal data because it believes it will be misunderstood; instead, EPC should provide an explanation with the personal data. EPC must provide the personal data in an “intelligible form”, which includes giving an explanation of any codes, acronyms and complex terms. The personal data must be supplied in a permanent form except where the person agrees or where it is impossible or would involve undue effort. EPC may be able to agree with the requester that they will view the personal data on screen or inspect files on our premises. EPC must redact any exempt personal data from the released documents and explain why that personal data is being withheld.

5. Make this clear on forms and on the council website

6. EPC will maintain a database allowing the council to report on the volume of requests and compliance against the statutory timescale.

7. When responding to a complaint, EPC must advise the requestor that they may complain to the Information Commissioners Office (“ICO”) if they remain unhappy with the outcome.

4. RESPONSE TO SAR – SAMPLE LETTERS

1. All letters must include the following information:

(a) the purposes of the processing;

(b) the categories of personal data concerned;

(c) the recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations, including any appropriate safeguards for transfer of data, such as Binding Corporate Rules or EU model clauses ;

(d) where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;

(e) the existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;

(f) the right to lodge a complaint with the Information Commissioners Office (“ICO”);

(g) if the data has not been collected from the data subject: the source of such data; (h) the existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.

Date approved 23rd March 2021

Next review March 2022

3. Procedure for dealing with Data Breaches.

Members to consider whether, in light of information received, there has been an information security incident whereby data or information held by the Parish Council, in any format, has been compromised by being lost, destroyed, altered, copied, stolen, transmitted; unlawfully accessed or used by unauthorised individuals whether accidentally or on purpose.

a) To consider information and evidence submitted to the Parish Council from both internal and external sources

b) To consider whether, in light of evidence above, there has been a valid information security incident and the circumstances of that incident.

c) To take further appropriate action if required with regards to escalation and notification.

d) To carry out, if warranted, a review of the Council’s GDPR Policy.

e) To review the Council’s Data Protection Policies

f) Members to ask questions of the clerk if appropriate.

Date approved 23rd March 2021

Next review March 2022

5. Accessibility Statement for Eriswell Parish Council

The Parish Council section of the website is run by Eriswell Parish Council and CAS. We aim to ensure that as many people as possible are able to use this website. Where possible, that means you should be able to:

- contrast levels and fonts
- zoom in up to 300% without text spilling off the screen
- navigate most of the website using just a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using a screen reader

We have also tried to ensure that we have made the website text as simple as possible to understand.

[Go to AbilityNet](#) to find advice on making your device easier to use if you have a disability.

How Accessible this Website Is

We know some parts of this website may not be fully accessible.

- the text will not reflow in a single column when you change the size of the browser window
- you cannot modify the line height or spacing of text
- most older PDF documents are not fully accessible to screen reader software
- some of our online forms are difficult to navigate using just a keyboard
- **What to do if you cannot access parts of this Website**

If you need information on this website in a different format we will happily provide it. Please contact the clerk to the Parish Council, either via email or telephone, with all such requests and we will get back to you as soon as possible:

- eriswellparishclerk@outlook.com
- call 01842337488

Reporting accessibility problems with this website

- We are always looking to improve the accessibility of this website. If you find any problems that are not listed on this page or if you think we are not meeting accessibility requirements, please contact the Parish Clerk about the issue by emailing: eriswellparishclerk@outlook.com

The clerk at Eriswell is the sole employee, working part time. We are very mindful of supplying an accessible website without causing an undue burden on limited resources.

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the accessibility regulations. If you're not happy with how we respond to your complaint, [contact the Equality Advisory and Support Service](#) (EASS).

Technical information about this website's accessibility

This website is partially compliant with the [Web Content Accessibility Guidelines version 2.1](#) AA standard, due to the non-compliances listed below.

Many of our older PDFs do not meet accessibility standards. For example, they may not be structured so they are accessible to a screen reader. This does not meet WCAG 2.1 success criterion 4.1.2.

From September 2020 any new documents (PDFs or Word documents) loaded onto the website will include the following: Alternative text to be provided with visuals; meaningful hyperlink text added; colour not used to convey information; sufficient contrast is used for text and background colours; built in headings and styles are used; table structures to be simple with column header information.

The accessibility regulations do not require us to fix PDFs or other documents published before 23rd September 2018 if they are not essential to providing our services. For example, we do not plan to fix copies of minutes.

What we're doing to improve accessibility.

- Regularly monitoring the accessibility of our website
- Making our newer PDF documents as accessible as possible.
- Where possible, creating HTML pages rather than PDF documents
- Continue to work to resolve all identified accessibility issues which are within our control and will release them to the website as soon as they are completed.

Eriswell Parish Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. This website is partially compliant with the Web Content Accessibility Guidelines Version 2.1 AA standard.

Technical information about this website's accessibility and the Website Accessibility Statement from our website provider- see separate file as listed on website