



Parish Council Security Policy – Lees Picnic Area Electronic Entry System

Yalding Parish Council (YPC) handles electronic data with regard to the electronic entry system to The Lees Picnic Area.

Sensitive Information must have adequate safeguards in place to protect cardholder privacy and to ensure compliance with various regulations.

YPC commits to respecting the privacy of all users and to protect their data. To this end YPC are committed to maintaining a secure environment in which to process cardholder information.

The data bases that can be accessed by Staff and Councillors only show the first 6 and the last 3 digits of a card and whether it's Visa or Mastercard. There is no visibility of any other sensitive information. There is a facility within the system to issue refunds at a request from a customer and only at this time is any name available. We are able to use the last 3 digits of the card, supplied by the customer, to make the correct refund. Once processed the customer email is deleted.

YPC therefore believe it has no ability to be a safeguarding issue to cardholder privacy.

Even so YPC still ensures that anyone handling this data:

- has a legitimate need to view and use it.
- takes all necessary steps to prevent unauthorised access.
- leaves PCs, laptops and workstations secured with a password-protected screensaver with the automatic activation feature.
- keeps passwords and accounts secure.
- reports, without delay any concerns about information security.

Re-adopted on 2 July 2024

To be reviewed annually at the Annual Parish Council Meeting (see minutes of that meeting).