

## **Carbrooke Parish Council**

### **Data Protection Policy**

#### **POLICY STATEMENT**

Carbrooke Parish Council recognises its responsibility to comply with the provisions of the Data Protection Act 1998.

#### **IMPLEMENTATION**

The Data Protection Act 1998 regulates the use of personal data. The Act sets out the expected standards for the handling of personal information and protecting an individual's right to privacy. It also regulates how personal information can be collected, handled and used. The Act applies to organisations such as Parish Councils which hold personal information about people, both electronically or on paper.

When dealing with personal data, the clerk and councillors must ensure that:-

- Data is processed fairly and lawfully. This means that personal information should only be collected from individuals if the clerk and councillors have been open and honest about why they want the personal information.
- Data is processed for specified purposes only.
- Data is relevant to what it is needed for.
- Data will be monitored so that only data that is needed will be held.
- Data is accurate and kept up to date.
- Personal data should be accurate and if it is not should be corrected.
- Data is not kept longer than it is needed.
- Data that is no longer needed will be shredded, or deleted from the Council's computer records.
- Data is processed in accordance with the rights of individuals. (Individuals must be informed upon request of all the personal information held about them.\*)
- Data is kept securely. (Only the clerk and councillors can access the data. It cannot be accessed by members of the public or by other organisations. If a councillor wishes to access data, it must be for a stated purpose and that information must only be used for the stated purpose.)

\* If a person requests to see any data that is held about them:-

- They must be sent all of the personal information that is being held about them.
- There must be an explanation for why the information has been stored.
- There must be a list of who has seen it.
- It must be sent within 40 days.

A fee to cover photocopying and postage charges will be charged to the person requesting the personal information in line with the Council's Model Publication Scheme.

Agreed: January 2019.

Review Date: January 2020

.....  
(Chairman)

.....  
(Parish Clerk)