

# GARWAY PARISH COUNCIL

## Data Protection Policy & Information Security Policy

Ratified at meeting GPC/MW/000

May 2016

Garway Parish Council recognises its responsibility to comply with the Data Protection Act 1998. The act regulates the use of personal data.

This does not have to be sensitive data, it can be as little as a name and address.

The Data Protection Act 1998 sets out high standards for the handling of personal information and protecting individuals' rights for privacy.

It also regulates how personal information can be collected, handled and used.

The Data Protection Act applies to anyone holding personal information about people, electronically or on paper.

As a local authority the Parish Council has a number of procedures in place to ensure that it complies with The Data Protection Act 1998 when holding personal information.

When dealing with personal data, the Parish Council, 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 Parish 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 too much or too little is not kept

Only data that is needed will be held

Data is accurate and kept up to date

Personal data should be accurate, if it is not it should be corrected

Data is not kept longer than it is needed

Data no longer needed will be shredded or securely disposed of

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 Parish Clerk and Parish Councillors can access the data

It cannot be accessed by members of the public

### **Storing and accessing data**

The Parish Council recognises its responsibility to be open with people when taking personal details from them.

This means that Parish Councillors and the Clerk must be honest about why they want a particular piece of personal information.

If, for example a member of the public gives their phone number to the Clerk or a member of the Parish Council, this will only be used for the purpose it has been given and will not be disclosed to anyone else without the person's permission.

The Parish Council may hold personal information about individuals such as their addresses and telephone numbers.

Except for the main contact details for Parish Councillors the information about individuals will be securely kept and are not available for public access.

Once data is not needed any more, is out of date or has served its use and falls outside the minimum retention time of the Parish Council's Document Retention Policy, it will be shredded or securely deleted from the computer.

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**

They must be sent all of the personal information that is being held about them

There must be an explanation for why it 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.

This fee will be agreed by the Parish Council and amended in line with inflation from time to time.

For postage the figure will be £3.00 and for photocopying it will be £0.10 per sheet.

**Disclosure of personal information**

If for example a Parish Councillor needs to access information to help carry out their duties, this is acceptable.

They are only able to access as much information as necessary and it should only be used for that specific purpose.

If, for instance, someone has made a complaint about over hanging bushes in a garden, a Councillor may access an address and telephone number of the person who has made the complaint so they can help with the enquiry.

A Councillor may only do this providing they represent the area that the subject lives in.

However, before they access any sensitive information about a person they would need consent to do this from the Parish Clerk.

Data should never be used for political reasons unless the data subjects have consented.

**Confidentiality**

The Parish Council, Parish Councillors and Parish Clerk must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise.

When handling personal data, this must also remain confidential.

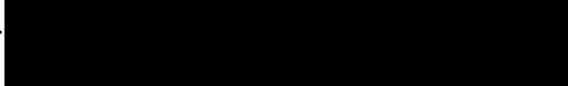
Garway Parish Council May 2016

Print Name

Councillor...Tony Phillips

Signed..........Date May 2016.

Witnessed Parish Council Clerk / RFO

Mr. Malcolm Walker ........Date...May 2016.