

8 DATA PROTECTION POLICY

8.1 This policy is drawn up in accordance with the requirements of the Data Protection Act 1998 and relates to personal data held by the Parish Council about living identifiable individuals.

Policy 1. Data must be obtained fairly and lawfully

When information is collected from individuals we will be open and honest about why we want it.

Policy 2. Data must be held only for specific and lawful purposes and must not be processed in any matter incompatible with those purposes

We will have a legitimate reason for processing the data. We will explain who we (the data controller) are; what we intend to use the information for and to whom we intend to give the personal data.

Policy 3. Data must be relevant, adequate and not excessive for those purposes

We will monitor the quantities of data held and ensure that we hold neither too much nor too little. We will only hold the data we actually need.

Policy 4. Data must be accurate and where necessary kept up to date

We will ensure personal data is accurate; if it not it will be corrected.

Policy 5. Data must not be kept longer than necessary

Only in exceptional circumstances will we keep data indefinitely. We have a system for the removal of information when that information is no longer required by us.

Policy 6. Data should be processed in accordance with the rights of data subjects under the Act

Individuals will be informed, upon request, of all the information held about them. We will never use any information for direct marketing purposes.

Policy 7. Security precautions inn place to prevent the loss, destruction or unauthorised disclosure of the data

We will ensure that we provide adequate security for the data taking into account the nature of the data, and the harm to the data subject who could arise from the disclosure or loss of the data.

Policy 8. Sensitive data

We will never hold sensitive data as prescribed by the Act.

Policy 9. Access requests

On receipt of a written request for any information held by us we will deal with it promptly, and in any case within 40 days of receipt by supplying a copy of the information held by us.