

Woodwalton Data Protection Policy

1. Policy Statement

This policy is to ensure that Woodwalton Parish Council complies with the requirements of the Data Protection Act (DPA) 1998 in relation to the personal data that the Parish Council holds on members of the public.

2. What is the Data Protection Act?

The Data Protection Act (DPA) 1998 is the legislation that deals with the protection and processing of an individual's personal data. The Act regulates the way information (data) about an individual can be collected, handled and used. In addition, it gives rights such as access to information and compensation if things go wrong. Compliance with the DPA is a legal requirement; it is therefore essential that Woodwalton Parish Council fully complies and follows best practice. Failure to comply could result in severe and lasting damage to the Parish Council's reputation as well as a severe fine.

3. Data Protection Principles

Personal data is information that relates to a living, identifiable person. Every organisation, must comply with eight principles which make sure that personal data is:

- processed fairly and lawfully
- processed for limited purposes
- adequate, relevant and not excessive
- accurate
- not kept for longer than is necessary
- processed in line with the rights of data subjects (individuals)
- secure
- not transferred to other countries without adequate protection

4. Personal data

Examples of personal data:

- Name
- Home address
- Work address
- Telephone numbers
- Email address(es)

5. Compliance with the DPA

The following section summarises how Woodwalton Parish Council must comply with the DPA when dealing with the personal data of members of the public. It is the responsibility of the Parish Council, as a body, to ensure that this DP Policy is adhered to by all members of Woodwalton Parish Council.

5.1 Processing personal data only for the purposes stated

Personal data can only be used for the purposes that the Parish Council has told people they will use it.

5.2 Personal data collected must be adequate, relevant and not excessive

Only personal data which is relevant to the activity being undertaken can be requested.

5.3 Personal data must not be kept longer than necessary

Regular clear outs of personal data held, will be actioned; e.g. once an email enquiry has been dealt with, the email will be deleted. If Woodwalton Parish Council has a complaint against it, this data must be kept for six years.

5.4 Personal data must be processed in accordance with the individual's rights

An individual has the right to:

Ask for their personal data to be removed from the Parish Council files. This can be done by the individual contacting the Parish Clerk.

Access of all personal data and information that the Woodwalton Parish Council holds on them. Individuals and the Parish Council should refer to the Freedom of/Access to Information Policy.

5.5 Personal data must be secure

Ensuring that personal data is held securely is of the utmost importance.

The Code of Conduct (paragraph 3.3) states that members of Woodwalton Parish Council shall respect the confidentiality of information which they receive as a member.

5.6 Sending personal data internally and externally

Personal data must not be sent or provided to any person or organisation outside of Woodwalton Parish Council and should only be 'seen' by those who need to have sight of it, for the purposes of Parish Council business.

5.7 Personal data in and outside "the office"

Personal data should not be stored on a laptop, mobile device or USB. If the device is lost or stolen, Woodwalton Parish Council would be liable for a hefty financial penalty as well as compromising their reputation.

Hardcopy:

Hard copies of personal data must not be left where others can view it and will be stored in a locked facility overnight.

All hard copy personal data must be disposed of as confidential waste or shredded. If on floppy discs, CD-ROMS or other, these must be physically destroyed. Old emails/documents to be deleted.

Electronic:

All documents that include personal data will be stored securely and password protected.

5.8 Publishing personal data

Publishing personal data:

Publishing names of members of the public on agendas or minutes should be avoided unless it is essential and written permission is granted prior to publishing.

Publishing addresses of members of the public on agendas or minutes should be avoided unless their address is essential to the public understanding their query.

At all times, the Parish Council will be sensitive to the privacy of members of the public.

This policy was adopted by Woodwalton Parish Council on 17th February 2016