

# Data Protection and Information Security Policy

## Huntingfield Parish Council May 2018

### **The Data Protection Act**

The Data Protection Act 1998 sets out 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.

### **Data**

Huntingfield Parish Council staff and Councillors will ensure that:

- Data is processed fairly and lawfully This means that personal information should only be collected from individuals if staff 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 too much or too little is not kept; only data that is needed should 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 deleted and/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 staff and Councillors can access the data. It cannot be accessed by members of the public.

### **Storing and accessing data**

Huntingfield Parish Council recognises its responsibility to be open with people when taking personal details from them. This means that Councillors and staff must be honest about why they want a particular piece of personal information.

Huntingfield Parish Council may hold personal information about individuals such as their addresses and telephone numbers. These 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 Once data is not needed any more, is out of date or has served its use and falls outside the minimum retention time of Council's document retention policy, it will be shredded or securely deleted from the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, this will be handled in accordance with the Subject Access Request (SAR) policy of Huntingfield Parish Council, which can be viewed on the Parish Council Website (<http://Huntingfield.onesuffolk.net/>)

### **Disclosure of personal information**

If a Councillor or member of staff, 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.

### **Confidentiality.**

The Parish Council Councillors and staff 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.

Adopted by \_\_\_\_\_ Date \_\_\_\_\_