

DATA PROTECTION AND INFORMATION SECURITY POLICY

Cringleford Parish Council

Introduction

The aim of this policy is to establish and maintain the security and confidentiality of information held by Cringleford Parish Council and to comply with the requirements of the Data Protection Act 1998 ("the Act"), which came into force on the 1st March 2000.

Scope

This policy applies to all information held by staff, councillors and to any individual/organisation under contract to the Council.

All members of the Council including staff and councillors have a legal responsibility to maintain the confidentiality, integrity and security of data held, including when dealing with complaints.

In order to operate efficiently, the parish council has to collect and use information about people with whom it works. These may include members of the public, current, past and prospective employees, clients and customers, and suppliers. In addition, it may be required by law to collect and use information in order to comply with the requirements of central government. This personal information must be handled and dealt with properly, however it is collected, recorded and used, and whether it be on paper, in computer records or recorded by any other means.

Legislation

The parish council regards the lawful and correct treatment of personal information as very important to its successful operations and to maintaining confidence between the council and those with whom it carries out business. The council will ensure that it treats personal information lawfully and correctly. To this end the council fully endorses and adheres to the Principles of Data Protection as set out in the above act.

The Principles require that personal information:

1. Shall be processed fairly and lawfully and in particular, shall not be processed unless specific conditions are met;
2. Shall be obtained only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes;
3. Shall be adequate, relevant and not excessive in relation to the purpose or purposes for which it is processed;
4. Shall be accurate and where necessary, kept up to date;
5. Shall not be kept for longer than is necessary for that purpose or those purposes;
6. Shall be processed in accordance with the rights of data subjects under the Act;
7. Shall be kept secure i.e. protected by an appropriate degree of security;
8. Shall not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of data protection.

The Act provides conditions for the processing of any personal data. It also makes a distinction between personal data and "sensitive" personal data*.

Storing and Accessing Data

Cringleford Parish Council recognises its responsibility to be open with people when taking personal details from them. Councillors and staff have a legal responsibility to be honest about
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why a particular piece of personal information is needed and to protect its confidentiality by not disclosing it to anyone else.

Personal data will be monitored on a regular basis and shredded or deleted once it has served its purpose, is not needed anymore or is out of date, in line with the parish council's record retention policy).

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 will be sent all of the personal information that is being held about them
- There will be explanation for why it has been stored
- There will be a list of who has seen it
- It will 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 Council and amended in line with inflation from time to time. Currently this fee must not exceed £10 and has been set at 5p per black and white sheet of paper, plus the actual cost of postage.

Disclosure of Personal Information

The Parish Clerk is responsible for the safe storage of personal data. Information will be supplied to a Councillor to help them carry out their duties, upon request. They will only receive as much information as necessary and they will only receive information relating to the area they represent. Data will not be used for political reasons unless the data subjects have consented.

* Personal data is defined as, data relating to a living individual who can be identified from.

Sensitive personal data is defined as personal data consisting of information as to: • Racial or ethnic origin; • Political opinion; • Religious or other beliefs; • Trade union membership; • Physical or mental health or condition; • Sexual life; • Criminal proceedings or convictions

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