# NYTHE, ELDENE & LIDEN PARISH COUNCIL

# DATA PROTECTION
# &
# INFORMATION SECURITY POLICY

# DATA PROTECTION POLICY

Nythe, Eldene & Liden 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 could be as little as a name or 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.

Nythe, Eldene & Liden 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, Nythe, Eldene & Liden Parish Council staff and Councillors must 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 and will be monitored so that neither 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 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 staff and Councillors can access the data. It cannot be accessed by members of the public.

Nythe, Eldene & Liden 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.

Nythe, Elden & Liden 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 Once data is not needed any more, is out of date or has served its use it will be shredded or securely deleted from the computer.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.

Disclosure of personal information
If a member of the Council 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. Before they have 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.

Personal information in public domain
Nythe, Eldene & Liden Parish Council does publish contact details of personal individuals that operate local organisation and charities at the Parish Office and their website. These are all details that are in the public domain and will be checked regularly to ensure they are kept up to date.

Confidentiality
Nythe, Eldene & Liden 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.