



Chacewater Parish Council

DATA PROTECTION POLICY

Everyone responsible for using data has to follow strict rules called 'data protection principles. They must make sure the information is:

- used fairly and lawfully
- used for limited, specifically stated purposes
- used in a way that is adequate, relevant and not excessive
- accurate
- kept for no longer than is absolutely necessary
- handled according to people's data protection rights
- kept safe and secure
- not transferred outside the European Economic Area without adequate protection

There is stronger legal protection for more sensitive information, such as:

- ethnic background
- political opinions
- religious beliefs
- health
- sexual health
- criminal records

This is a statement of the data protection policy adopted by Chacewater Parish Council

Responsibility for the updating and dissemination of the policy rests with the Proper Officer. The policy is subject to regular review to reflect, for example, changes to legislation or to the structure or policies of Council. All staff are expected to apply the policy and to seek advice when required.

The Proper Officer is responsible for the Parish Council's registration with the Information commissioner's Office.

Chacewater Parish council needs to collect and use certain types of information about people with whom it deals in order to operate. These include current, past and prospective individuals within the community, the Council's own employees, suppliers and others with whom the Council conducts business. In addition, the Council may occasionally be required by law to collect and use certain types of information to comply with the requirements of government departments. This personal information must be dealt with properly however it is collected, recorded and used – whether on paper, electronically, or other means - and there are safeguards to ensure this in the Data Protection Act 1998.

We regard the lawful and correct treatment of personal information by the Council as important to the achievement of our objectives and to the success of our operations, and to maintaining confidence between those with whom we deal and ourselves. We therefore need to ensure that our organisation treats personal information lawfully and correctly.

To this end, we fully endorse and adhere to the Principles of data protection, as set out in the Data Protection Act 1998.

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 they are processed;
- 4) shall be accurate and, where necessary, kept up to date;
- 5) shall not be kept for longer than is necessary for the specified purpose(s);
- 6) shall be processed in accordance with the rights of data subjects under the Act;