

BERSTED PARISH COUNCIL DATA PROTECTION POLICY STATEMENT

1. Introduction

In its use of personal data in the exercise of its functions, Bersted Parish Council must comply with the requirements of the Data Protection Act 1998. This statement sets out the policy by which it will ensure that this compliance is achieved.

2. Definitions

In this document, the term “personal data” covers data held both in computerised systems and in structured manual records.

3. Compliance with Data Protection Principles

Bersted Parish Council fully supports the objectives of the Data Protection Act 1998, and will comply with its principles, namely that the personal data it processes will be obtained fairly and lawfully and not processed unless one of the conditions specified in Schedule 2 (and also in the case of sensitive data, one of the conditions in Schedule 3) of the Act are met. Information will be

- obtained for one or more specified and lawful purposes and not processed in any manner incompatible with those purposes;
- adequate, relevant and not excessive;
- accurate and kept up to date;
- not kept for longer than necessary;
- kept safe from unauthorised or unlawful access or processing, and protected against accidental loss, destruction or damage, and
- not transferred to a country outside the European Economic Area unless that country has equivalent levels of protection for personal data.

Bersted Parish Council will hold no more personal information than is necessary for the performance of its functions, and this information will be retained only for as long as is determined necessary, or is required by law.

In order to ensure that the personal information it holds is accurate and up to date, Bersted Parish Council will correct any identified inaccuracies without unnecessary delay.

4. Disclosure

Personal data obtained and processed by Bersted Parish Council is confidential. It will only be disclosed:

- as required or permitted by the Data Protection Act 1998,

- where there is a legal obligation or requirement to do so, or
- with consent of the data subject.

Individual members of staff and Elected Members may be personally liable for breaches of the act if they act outside their authority in disclosing personal information.

5. Staff Awareness

All staff and Members will be made aware of the Data Protection Act 1998, and of their obligations under it.

6. Processing of Personal Data

Staff and Members will process personal data only in accordance with the requirements of the Data Protection Act 1998.

7. Data Subject Access Requests

All data subject access requests for personal information made to Bersted Parish Council under the Data Protection Act 1998 will be dealt with by the Clerk.

Bersted Parish Council will provide copies of the information it holds subject to the provisions of the Data Protection Act 1998. A fee for copying may be charged.

8. Data Protection Registration

An annual review of the need to notify the Information Commissioner will be undertaken by the Clerk.

9. Security of Personal Data

In order to comply with the requirement of the Data Protection Act 1998 that personal data be kept safe from unauthorised or unlawful access or processing and protected against accidental loss destruction or damage, all staff and Members will:

- Be aware of and follow the security requirements applicable to the personal data upon which they work;
- Ensure that personal data is disposed of in accordance with the Bersted Parish Council data retention policy.

10. Disciplinary Action

Disregarding this policy, or failing to comply with the requirements of any Code of Practice or instruction issued in order to implement it may result in disciplinary action.

Agreed by the Council on 8th November 2016

Minute number 16243

Review date:- November 2017