

Findern Parish Council

Data Protection Policy

This is a statement of the Data Protection Policy adopted by Findern Parish Council. Responsibility for the updating and dissemination of the policy rests with Findern Parish Councils Information Protection Officer (Clerk/RFO to Findern Parish Council). The policy is subject to regular review to reflect, for example, changes to legislation or to the structure or policies of Findern Parish Council. All staff of Findern Parish Council including Councillors is expected to apply the policy and to seek advice from the Information Protection Officer when required.

Findern Parish Council needs to collect and use certain types of information which is received by the Information Protection Officer (Clerk/RFO to Findern Parish Council). These include current, past and prospective information from members within and around our community, Findern Parish Council employees, suppliers, contractors and others with whom Findern Parish Council conducts business. In addition, Findern Parish 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, and will be collected, recorded and used, whether on paper, electronically, or by other means, and there are safeguards to ensure this is in the Data Protection Act 1998.

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

To this end, Findern Parish Council fully endorse and adhere to the Principles of Data Protection, as set out in the Data Protection Act 1998.

The eight Principles required are 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.
- 7) Should be subject to appropriate technical and organisational measures to prevent the unauthorised or unlawful processing of personal data, or the accidental loss, destruction, or damage to personal data.
- 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 protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Therefore, Findern Parish Council will, through appropriate management and strict application of criteria and controls:

- Observe fully conditions regarding the fair collection and use of information.
- Meet its legal obligations to specify the purposes for which information is used.

- Collect and process appropriate information only to the extent that it is needed to fulfil its operational needs or to comply with any legal requirements.
- Ensure the quality of information used.
- Ensure that any information is only held for no longer than is necessary.
- Ensure that the rights of people about whom information is held can be fully exercised under the Act (ie the right to be informed that processing is being undertaken, to access one's personal information, to prevent processing in certain circumstances, and to correct, rectify, block or erase information that is regarded as wrong information).
- Take appropriate technical and organisational security measures to safeguard personal information.
- Ensure that personal information is not transferred abroad without suitable safeguards.

To assist in achieving compliance with the principals, Findern Parish Council:

- Has an Information Protection Officer (Clerk/RFO to Findern Parish Council), with specific responsibility for Data Protection for Findern Parish Council.
- The Information Protection Officer (Clerk/RFO to Findern Parish Council) will assist all staff where appropriate, and will provide guidance on Data Protection Procedures and in understanding and applying the Data Protection principals.
- The Information Protection Officer (Clerk/RFO to Findern Parish Council) will also liaise with any external parties where necessary.