

# GOOSTREY PARISH COUNCIL

## DATA PROTECTION POLICY

### 1. Introduction

The purpose of this policy is to ensure the lawful and correct treatment of personal data to preserve its confidentiality and to ensure that everyone handling personal data is fully aware of the requirements and acts in accordance with data protection procedures.

### 2. Statement of intent

The Council is required to collect and use certain types of information concerning individuals who come into contact with the Council.

### 3. Data Protection Act

The Council fully endorses and adheres to the principle of Data Protection as detailed in the Data Protection Act 1998 and any subsequent amendments. The needs the Council has for processing personal data are recorded on the public register maintained by the Information Commissioner. The Council will notify and renew our notification on an annual basis as the Act requires. If there are any interim changes, these will be notified to the Information Commissioner within 28 days.

### 4. Personal data will be:-

- 4.1 Obtained only for lawful and specific purposes
- 4.2 Relevant to the purpose for collection
- 4.3 Processed fairly and lawfully under the Act
- 4.4 Accurate and where necessary kept up to date
- 4.5 Only kept for a valid duration
- 4.6 Kept secure and only be made available for specific purposes, unless already in the public domain.

### 5. Personal data will only be kept for, and restricted to the following:-

- 5.1 To meet the requirements of employment
- 5.2. For communication purposes.

### 6. Where data will be kept

- 6.1 Data may be held on a computer or in printed form.
- 6.2. Both storage methods will be protected from unauthorised access.

### 7. Approval and review of the policy

Policy prepared by Parish Clerk:	1 December 2015
Policy approved by Goostrey Parish Council:	8 December 2015
Policy became operational on:	9 December 2015
Policy reviewed by the Parish Council on:	14 February 2017
Next review date:	February 2018

Signed..........

Chairman