

## West Dereham Parish Council

### DATA PROTECTION POLICY & INFORMATION SECURITY POLICY

#### The Data Protection Policy

West Dereham 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 can be as little as a name and address.

#### The Data Protection Act

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.

As a local authority, West Dereham Parish Council has a number of procedures in place to ensure that it complies with the Data Protection Act 1998 when holding personal information. The Parish Council has also notified the Information Commissioner that it holds personal data about individuals.

#### The General Data Protection Regulation

The General Data Protection Regulation 2018 says that the information provided to people about how we process their personal data must be concise, transparent, intelligible and easily accessible, written in clear and plain language, particularly if addressed to a child and is free of charge.

As a local authority, West Dereham Parish Council has a number of procedures in place to ensure that it complies with The Data Protection Act 1998 and the General Data protection Regulation 2018 when holding personal information.

When dealing with personal data, West Dereham Parish Council Councillors and Clerk 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 information.
- **Data is process for specified purposes only**
- **Data is relevant to what it is needed for**  
Data will be monitored so that neither too much or too little is 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 disposed of securely.

- **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 Councillors and the Clerk can access the data. It cannot be accessed by members of the public.

## **Storing and accessing data**

West Dereham Parish Council recognises its responsibility to be open with people when taking personal details from them. This means that Councillors and the Clerk must be honest about why they want a particular piece of personal information. If, for example, a member of the public gives their phone number to the Clerk or a member of West Dereham Parish Council, this will only be used for the purpose it has been given and will not be disclosed to anyone else without that person's permission.

West Dereham Parish Council may hold personal information about individuals, such as their addresses and telephone numbers. These will be securely kept within the Parish Council's filing cabinets and are not available for public access. All data stored on the Parish Council computer is password protected. Once data is not needed any more, is out of date, or has served its use. It will be shredded and 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.
- ✓ 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 their personal information. This fee will be in line with the Parish Council's Publications Scheme and will be reviewed annually.

## **Disclosure of personal information**

If an elected member of the Council, needs to access information to help carry out their duties, this is acceptable. They are only able to access information as necessary and it should only be used for that specific purpose. If, for instance, someone has made a complaint about over-hanging bushes in a garden, a Councillor may access an address and telephone number of the person who has made the complaint so they can help with the enquiry. A Councillor may only do this providing they represent the area wherein the subject lives. However, before they 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.

## **Confidentiality**

West Dereham Parish Council Councillors and Clerk 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.