



BEAN PARISH COUNCIL

DATA PROTECTION and INFORMATION SECURITY POLICY

12th March 2018

The Data Protection Policy

Bean Parish Council (the Council) recognises its responsibility to comply with the Data Protection Act 1988 (The Act). The Act regulates the use of personal data

The Data Protection Act

The Act sets 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 Act applies to anyone holding personal information about people, electronically or on paper.

As a local authority, the Council has a number of procedures in place to ensure that it complies with the Act when holding personal information. The Council has to notify the Information Commissioner that it holds personal data about individuals.

Personal information is any information that may identify a living individual

When dealing with Personal Information, the Council's officers and Councillors must ensure that:

- **Data is processed fairly and lawfully.** Personal information should only be collected from individuals if officers and Councillors have been open and honest about why they want the personal information.
- **Data is processed for specific purposes only.** The information gained must only be held, used and disclosed for the purpose for which it was obtained.
- **Data is relevant to what it is needed for.** Information will be monitored so that too much or too little is not kept; only information that is needed should be held
- **Data is accurate and kept up to date.** Personal information should be accurate, if it is not it should be corrected
- **Data is not kept longer than it is needed.** Information no longer needed will be shredded or securely disposed of
- **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 officers and councillors can access the information. It cannot be accessed by members of the public.

Storing and accessing data

All information is stored in locked cabinets at the Parish Office and all information stored on the Council's computers is password protected. Once data is not needed any more, is out of date or has served its use and falls outside the minimum retention time of Council's documents retention policy, it must be shredded or securely deleted from the computer.

The Council is aware that people have the right to access any personal information that is held about them. If a person makes a subject access request to see any data that is being held about them, the Council must send them a copy of all the personal information that is held about them within 40 days of the request.

A fee of £10 will be charged to cover administration, photocopying and postage charges. The requestor must prove that they are the individual about whom the information has been requested, by way of photographic identification.

Disclosure of Personal information

A Councillor may have access to Personal Information to help carry out their duties. This access will be limited to information which is necessary for the purpose and the information should only be used for that specific purpose. Information must not be used for political reasons unless the individual has consented.

Personal information can be disclosed to third parties if that disclosure is in accordance with the exemptions under the DPA. The Clerk will not disclose Personal Information held unless she/he is satisfied that an exemption has been established

The data received from parishioners that will consist only of their name, address, telephone number and email address will be held on the Parish Council computer system managed by the Clerk only and not shared with any other body or Members of the Parish Council. Parishioners have the right to amend their details at any time or remove them by informing the Clerk. Information emails sent by the Clerk will be sent by "blind copy" in order to protect the parishioner's email address. Requests for personal data information will be declined.

The Electoral roll

Received from Dartford Borough Council on an annual basis is held on the Parish Council's computer system and password protected. The information contained will only be viewed by the Clerk and the Chairman and only used for reference purposes.

Confidentiality

The Council's officers and Councillors must be aware that when complaints or queries are made, these must remain confidential unless the individual gives permission otherwise

Review

This policy will be reviewed annually.