

***KENTCHURCH PARISH COUNCIL***

**Data Protection Policy & Information Security Policy**

**Ratified at meeting KPC/MW/063**

**20th July 2016**

Kentchurch 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 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 the Parish Council has a number of procedures in place to ensure that it complies with

The Data Protection Act 1998 when holding personal information.

When dealing with personal data, the Parish Council, Clerk and Councillors must ensure that:-

Data is processed fairly and lawfully

This means that personal information should only be collected from individuals if the Clerk and Parish

Councillors have been open and honest about why they want the personal information

Data is processed for specified purposes only

Data is relevant to what it is needed for

Data will be monitored so that too much or too little is not kept

Only data that is needed will 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 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 the Parish Clerk and Parish Councillors can access the data

It cannot be accessed by members of the public

**Storing and accessing data**

The Parish Council recognises its responsibility to be open with people when taking personal details from

them.

This means that Parish 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 the Parish

Council, this will only be used for the purpose it has been given and will not be disclosed to anyone else

without the person’s permission.

The Parish Council may hold personal information about individuals such as their addresses and telephone

numbers.

Except for the main contact details for Parish Councillors the information about individuals will be

securely kept and are not available for public access.

Once data is not needed any more, is out of date or has served its use and falls outside the minimum

retention time of the Parish Council’s Document Retention Policy, it will be shredded or 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 about them

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 the personal

information.

This fee will be agreed by the Parish Council and amended in line with inflation from time to time.

For postage the figure will be £5.00 and for photocopying it will be £0.10 per sheet.

**Disclosure of personal information**

If for example a Parish Councillor needs to access information to help carry out their duties, this is

acceptable.

They are only able to access as much 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 that the subject lives in.

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 unless the data subjects have consented.

**Confidentiality**

The Parish Council, Parish Councillors and Parish 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.

Parish Councillor Chairman Mr John L Pring…………………………………………….…………………….

Signed……………………………………………………………………………………….Date 20th July 2016