

## Drakes Broughton and Wadborough with Pirton Parish Council Data Protection Policy

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 Drakes Broughton and Wadborough with Pirton Parish Council have procedures in place to ensure that it complies with The Data Protection Act 1998 when holding personal information.

When dealing with personal data, the Drakes Broughton and Wadborough with Pirton 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 staff and 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 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 will not be kept longer than it is needed for its original purpose
- Data is processed in accordance with the rights of individuals;  
This means that individuals must be informed, upon request, of all the personal information held about them;
- Data is kept securely;  
This means that only staff and Councillors can access the data. It should be stored securely so it cannot be accessed by members of the public.

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 explanation for why it has been stored. There must be a list of who has seen it and the information 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 Council and amended in line with inflation from time to time. Currently this fee must not exceed £10.

Parish Council Councillors and staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise and when handling personal data, this must also remain confidential.

This policy was adopted by Drakes Broughton and Wadborough with Pirton Parish Council on \_\_\_\_\_ 2016