

SOUTH LUFFENHAM PARISH COUNCIL

DATA PROTECTION POLICY

This is a statement of the data protection policy of South Luffenham Parish Council. This together with the Council's e-mail and website is designed to ensure that the council is compliant with the Data Protection Act 2018.

The Parish Council may need to collect personal information about people with whom it deals in order to carry out its business and provide its services. Such people include service users, employees (present and past) suppliers and other business contacts. The information only includes such details as name, address, e-mail etc.

In addition, we may occasionally be required to collect and use certain types of such personal information to comply with the requirements of the law. No matter how it is collected, recorded and used (e.g. on a computer or on paper) this personal information must be dealt with properly to ensure compliance with the Act.

South Luffenham Parish Council fully supports and will comply with the eight data protection principles of the Act which are summarised below:

- 1 Personal data shall be processed fairly and lawfully.**
- 2 Personal data shall be obtained for one or more of specific purpose(s) and processed in a manner compatible with that or those purpose(s).**
- 3 Personal data held must be adequate, relevant and not excessive.**
- 4 Personal data must be accurate and kept up to date.**
- 5 Personal data shall not be kept longer than necessary.**
- 6 Personal data shall be processed in accordance with rights of data subjects.**
- 7 Personal data must be kept secure.**
- 8 Personal data shall only be transferred to a country outside EEA, if there is adequate protection in the country for data subjects.**

All employees/Councillors will, through appropriate training and responsible management:

Observe all forms of guidance, codes of practice and procedures about the collection and use of personal information.

Understand fully the purposes for which South Luffenham Parish Council uses personal information.

Collect and process appropriate information only in accordance with the purposes for which it is to be used.

Only access personal data that they require to carry out their jobs properly.

Ensure the information is inputted correctly.

Ensure the information is destroyed when it is no longer needed.

On receipt of a written request from an individual for information held, the Data Protection Officer is notified.

South Luffenham Parish Council will:

Ensure that there is always one person with overall responsibility for data protection – the Data Protection Officer, who can be contacted on 01780 720053, in the event you have any questions about Data Protection;

Provide training for Councillors who handle personal information;

Provide clear lines of reporting and supervision for compliance with Data Protection;

Carry out regular checks to monitor and assess new processing of personal data and to ensure any notification to the Information Commissioner is updated to take account of any changes in processing of personal data.

Victor Bacon
Chairman
9/4/2018