

## **IRON ACTON PARISH COUNCIL DATA PROTECTION AND INFORMATION SECURITY POLICY**

### **1. INTRODUCTION**

- a. Iron Acton Parish Council is committed to the objectives of the Data Protection Act 1988. The Act is designed to protect individuals against the misuse of personal data. It covers both manual and electronic records. The Act requires that any personal data held should comply with eight data protection principles. Data should be:
  - i. Obtained fairly and lawfully
  - ii. Held only for specified and lawful purposes
  - iii. Adequate, relevant and not excessive for those purposes
  - iv. Accurate and kept up to date
  - v. Held for no longer than is necessary
  - vi. Processed in accordance with the rights of data subjects under the Act
  - vii. Protected by appropriate and organisational measures against unauthorised or unlawful processing and against accidental loss, destruction or damage
  - viii. Not transferred to a country outside the European Economic Area unless there is an adequate level of data protecting in that country.
- b. All personal information held by Iron Acton Parish Council will be treated as confidential and used only in accordance with the terms of the Data Protection Act.
- c. Iron Acton Parish Council will be open about the type and extent of personal information it holds.
  - i. It will retain the minimum amount of personal information needed to perform its duties and will hold that information securely.
  - ii. Iron Acton Parish Council will use information held only for appropriate purposes and not disclose it without proper authority.
- d. Iron Acton Parish Council expects its Councillors and employees to comply fully with this policy.
  - i. A deliberate breach of this policy will be considered as misconduct and will render the individual Councillor or employee liable to potential sanction.
  - ii. It is the responsibility of each Councillor and employee to be aware of her/his individual and collective responsibilities under the Data Protection Act and make sure she/he complies with its provisions.

### **2. DEALING WITH SUBJECT ACCESS REQUESTS**

- a. Individuals are entitled to a copy of any information held about them, whether electronic or hard copy. They have the right to know why their information is held and processed, to whom it may be disclosed and the source of the data.

- b. Subject access requests (for data/information) should be submitted to the Clerk of the Parish Council in writing. On receipt of a written request Iron Acton Parish Council will respond promptly and at least within the specified 20 working day. The Council will respond in the proper manner, stating whether or not it holds personal information about that individual, what that information is and setting out her/his right to have it corrected or deleted if appropriate. Individuals may only request such data about themselves and no other person.

### **3. INFORMATION SECURITY**

- a. The Council ensures that all information it holds, whether electronically or as paper records is stored securely. Only authorised members and officers of the Council may access, alter, disclose or destroy personal data held by the Council.

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