

# SYDENHAM DAMEREL PARISH COUNCIL

## DATA PROTECTION POLICY

### **The Data Protection Act**

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.

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, Sydenham Damerel Parish Council staff and Councillors must ensure that:

### **Data is processed fairly and lawfully**

This means that personal information should only be collected from individuals if 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 or deleted.

### **Data is not kept longer than it is needed**

### **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 Councillors and their agents can access the data. It should be stored securely so it cannot be accessed by members of the public.

### **Storing and accessing data**

Sydenham Damerel Parish Council recognises its responsibility to be open with people when taking personal details from them. This means that councillors 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 Parish Council, this will only be used for the purpose it has been given and will not be disclosed to anyone else.

Sydenham Damerel Parish Council may hold personal information about individuals such as their addresses and telephone numbers. These will be kept in a secure location and are not available for public access. All data stored on computers is password protected. Once data is not needed anymore, if it is out of date or has served its use, it will be shredded or deleted from the computer.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 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 Council and amended in line with inflation from time to time.

**Disclosure of personal information**

If an elected member of the council, for example a Councillor needs to access personal information to help carry out their duties, this is acceptable. They are only able to access as much personal information as necessary and it should only be used for that specific purpose. If, for instance, someone has made a complaint, a Councillor may access an address and telephone number of the person who has made the complaint so they can help with the enquiry.

However, before they access any sensitive personal information about a person, they would need consent to do this from the Parish Clerk or Chair of the Council. Data should never be used for political reasons.

**Confidentiality**

Sydenham Damerel Parish Council Councillors 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.

**Data Controller**

The Data Controller for Sydenham Damerel Parish Council is the Clerk.

Signed: .....  
Chair of Parish Council

Date: .....