

Data Protection and Information Security Policy

Data Controller: Weston Turville Parish Council ~ **Registration No:** Z1584653

Introduction

The Data Protection Act 1998 came into effect on 1 March 2000. It is designed to protect individuals against the misuse of personal data, i.e. information about a living, identifiable individual. It covers both manual and electronic records. The Act requires that any personal data held should comply with the eight data protection principles:

1. Be obtained fairly and lawfully
2. Be held only for specified and lawful purposes
3. Be adequate, relevant and not excessive for those purposes
4. Be accurate and kept up to date
5. Be held for no longer than is necessary
6. Be processed in accordance with the rights of data subjects under the Act
7. Be protected by appropriate and organisational measures against unauthorised or unlawful processing and against accidental loss, destruction or damage
8. Not be transferred to a country outside the European Economic Area unless there is an adequate level of data protection in that country

The Data Controller (Weston Turville Parish Council) will take all necessary steps to ensure that personal and sensitive data is processed and stored in full compliance with the Data Protection Act 1998. The Council will carefully consider its responsibilities under the Data Protection Act before releasing personal data about living individuals, including current and former officers, members, and users of its services.

Dealing with subject access requests

On receipt of a written subject access request, the Parish Council will deal with it promptly, and in any case within 20 days from the date of receipt. If further information is needed, the 20 days will begin when this is received. The Parish Council is entitled to ask for a fee of not more than £10 and the 20 days does not begin until this is received.

In response to a subject access request individuals are entitled to a copy of the information held about them, both on computer and as part of a relevant filing system. They also have the right to receive a description of why their information is processed, anyone it may be disclosed to, and any information available about the source of the data.

Information Security

The Council will ensure that all information whether stored electronically or as paper records will be stored securely in order that only authorised people can access, alter, disclose or destroy any personal data. Members and employees of the Council must only act within the scope of their authority.

Electronic records are stored on a password protected laptop. The laptop has anti virus and firewall software installed on it, this shall be renewed annually.

The laptop shall be backed up monthly to an external hard drive to prevent loss of data.

Current paper records are stored in the clerk's office with the remainder being stored in a locked area at the Village Hall.

Contact Details

Further advice and information, including a full list of exemptions and advice on the public interest test, is available from the Information Commissioner's Office.

Related Contacts:

Clerk to Weston Turville Parish Council.

Village Hall

School Approach

Weston Turville

HP22 5RW

Email: clerk@westonturville-pc.gov.uk

Tel: 01296 612838

Information Commissioner

Data Protection Help Line If you are contacting us for the first time

Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF www.ico.gov.uk