



# PILLING PARISH COUNCIL

## DATA PROTECTION POLICY

### Introduction

Pilling Parish Council is committed to compliance with the Data Protection Act 1998 ("the Act"), which came into force on the 1<sup>st</sup> March 2000. The Council will therefore follow procedures that aim to ensure that all employees, elected members, contractors, agents, consultants, partners or other servants of the Council, who have access to any personal data held by or on behalf of the Council, are fully aware of and abide by their duties and responsibilities under the Act.

In order to operate efficiently, Pilling Parish Council has to collect and use information about people with whom it works. These may include members of the public, current, past and prospective employees, clients and customers, and suppliers.

All personal information must be handled and dealt with properly, however it is collected, recorded and used, and whether it be on paper, in computer records or recorded by any other means, and there are safeguards within the Act to ensure this.

### The principles of data protection

The Act stipulates that anyone processing personal data must comply with **Eight Principles** of good practice. These Principles are legally enforceable. The Principles require that personal information:

1. Shall be processed fairly and lawfully and in particular, shall not be processed unless specific conditions are met;
2. Shall be obtained only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes;
3. Shall be adequate, relevant and not excessive in relation to the purpose or purposes for which it is processed;
4. Shall be accurate and where necessary, kept up to date;
5. Shall not be kept for longer than is necessary for that purpose or those purposes;
6. Shall be processed in accordance with the rights of data subjects under the Act;
7. Shall be kept secure i.e. protected by an appropriate degree of security;
8. Shall not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of data protection.

The Council acknowledges that the Act provides conditions for the processing of any personal data, and its distinction between **personal data** and "**sensitive**" **personal data**.

### **Handling of personal/sensitive information**

Pilling Parish Council will, through appropriate management collect and store data in accordance with the 8 principles of data protection.

All elected members are to be made fully aware of this policy and of their duties and responsibilities under the Act.

All employees of the Council will take steps to ensure that personal data is kept secure at all times against unauthorised or unlawful loss or disclosure and in particular will ensure that:

All contractors who are users of personal information supplied by the Council will be required to confirm that they will abide by the requirements of the Act with regard to information supplied by the Council.

### **Implementation**

The Council has appointed the clerk as the Information Officer who will be responsible for ensuring that the Policy is implemented.

### **Notification to the Information Commissioner**

The Information Commissioner maintains a public register of data controllers. Pilling Parish Council is registered as such.

The Data Protection Act 1998 requires every data controller who is processing personal data, to notify and renew their notification, on an annual basis. Failure to do so is a criminal offence.

The Information Officer will review the Data Protection Register annually, prior to notification to the Information Commissioner. Any changes to the register must be notified to the Information Commissioner, within 28 days.

To this end, any changes made between reviews will be brought to the attention of the Information Officer immediately.