



DATA PROTECTION POLICY

Adopted May 2016

Rooksdown Parish council will

- Undertake the following in order to comply with the Principles set out in the Data Protection Act.
- Fully observe conditions regarding the fair collection and use of information and, in particular, the legal obligation to specify the purpose for which information is to be used by the use of fair processing notices at the point of collection of personal data.
- Ensure personal data and sensitive personal data is processed in accordance with the Conditions set out in Schedule 2 and 3 of the Data Protection Act.
- Meet its legal obligations to specify the purposes for which information is used and ensure these purposes are reflected in the notification with the ICO.
- Collect and process appropriate information, only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements.
- Ensure information used is accurate, up-to-date and of good quality.
- Ensure personal information is only retained for as long as is necessary for the purpose for which it was collected.
- Take appropriate technical and organisational security measures to safeguard personal information.
- Ensure that personal information is not transferred abroad without suitable safeguards.
- Ensure that the rights of people about whom we hold information are able to be fully exercised under the Act.

These include:

- the right to be informed that processing is being undertaken;
- the right of access to their personal information within the statutory 40 day timescale
- the right to prevent processing in certain circumstances
- the right to correct, rectify, block or erase information regarded as incorrect

In addition, the council will ensure that:

- There is someone with specific responsibility for data protection in the organisation
- Everyone managing and handling personal information understands that they are contractually responsible for following good data protection practice
- Anyone wanting to make enquiries about handling personal information is promptly and courteously dealt with
- Methods of handling personal information are regularly assessed and evaluated