

## **East Tisted Parish Council Data Protection Policy & Information Security Policy**

### The Data Protection Policy

East Tisted Parish Council (ETPC) recognises its responsibility to comply with the Data Protection Act 1998. The act regulates the use of personal data. This does not have to be sensitive data; it can be as little as a name and address.

### 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.

When dealing with personal data ETPC staff and members must ensure that:

- . Data is processed fairly and lawfully
- . Data is processed for specified purposes only
- . Data is relevant to what it is needed for
- . Data is accurate and kept up to date
- . Data is not kept longer than it is needed
- . Data is processed in accordance with the rights of individuals
- . Data is kept securely

### Storing and accessing data

ETPC recognises its responsibility to be open with people when taking personal details from them. This means that staff and members must be honest about why they want a particular piece of personal information.

ETPC may hold personal information about individuals such as their addresses, telephone numbers and e-mail addresses. These will be securely kept by staff and members and will not be available for public access. Once data is not needed any more, is out of date or has served its use and falls outside the minimum retention time of our document retention policy, it will be shredded or securely deleted from the computer, as is applicable.

ETPC 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 an explanation for why it has been stored
- . There must be a list of who has seen it
- . It must be sent without undue delay (within one month)

### Nominated Officer

Our Data Protection Officer is the Clerk.

May 2018