



## **DATA PROTECTION POLICY**

Old Basing & Lychpit Parish Council 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. Old Basing & Lychpit Parish Council has also notified the Information Commissioner that it potentially holds personal data about individuals.

When dealing with personal data, Old Basing & Lychpit Parish Council's staff and any Councillor must ensure they comply with the eight enforceable principles of good practice:

- Data is processed fairly and lawfully.  
This means that personal information should only be collected from individuals if staff and 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 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.
- Data is not kept longer than it is needed.  
Data no longer needed will be shredded or securely disposed of.
- Data is processed in accordance with the rights of individuals.  
Individuals must be informed, upon request, of all the personal information held about them.
- Data is kept securely.  
Only staff and Councillors can access the data. It cannot be accessed by members of the public.
- Data is not transferred to a country or territory outside the European Economic Area (EEA) unless that country or territory ensures an adequate level of protection for the rights and freedom of data subjects in relation to the processing of personal data.

## **Storing and accessing data**

Old Basing & Lychpit Parish Council recognises its responsibility to be open with people when taking personal details from them. This means that staff and Councillors must be honest about why they want a particular piece of personal information.

Old Basing & Lychpit Parish Council may hold personal information about individuals such as their addresses and telephone numbers. These will be securely kept by the Clerks and Councillors and are not available for public access. All data stored on the Clerks' computers is password protected. 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, whichever is applicable.

Old Basing & Lychpit 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 the personal information that is being held about them.
- There must be an explanation as to 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 Old Basing & Lychpit Parish Council and amended in line with inflation from time to time.

## **Confidentiality**

Old Basing & Lychpit Parish Council's staff and 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.

## **Nominated Officer**

Our named Data Protection Officer is the Parish Clerk.