

UPHAM PARISH COUNCIL
DATA PROTECTION POLICY

This statement summarises how Upham Parish Council operates their Data Protection Policy.

Upham Parish Council accepts that they have a responsibility to comply with the Data Protection Act 1998. This Act regulates the use of personal data.

Upham Parish Council accepts that 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 information can be collected, handled and used. The Data Protection Act applies to anyone holding information about people electronically or on paper.

Upham Parish Council has a number of procedures in place to ensure that it complies with the Data Protection Act 1998 when holding personal information concerning its residents.

Upham Parish Council has notified the Information Commissioner that they hold personal data about individuals.

Upham Parish Council has agreed that when dealing with personal data, staff and Councillors must ensure that:

Personal data is processed fairly and lawfully – this means that data should only be collected from individuals if staff and Councillors have been open and honest about why they require the information.

Personal data is processed for specific purposes only – data should not be used for any other purpose.

Personal data is accurate and kept up to date – data should be correct if not accurate.

Personal data is relevant to what it is needed for – data will be monitored so that too much or too little is not kept, therefore only data which is needed will be held.

Personal data is not kept longer than it is needed – data will be removed if not required.

Personal data is processed in accordance with the rights of the individuals – data must be used for the purpose that the individual gave the permission for.

Personal data is kept securely – this means that data can only be accessed by staff and Councillors. Data cannot be accessed by members of the public.

Storing and accessing data:

Upham Parish Council recognise that it is their responsibility to be open with people when taking personal details from them. This means that staff must be honest about why they need certain information. Any information given to a member of staff or member of Upham Parish Council will not be passed onto a third party unless it is to be used for the purpose it has been given to the Parish Council.

Upham Parish Council may hold information about individuals such as their addresses and telephone numbers. These will be kept in a secure location and will not be available for public access. Any personal data held on the computer will be deleted if out of date or not required for the use it was given.

An elected member may need to access personal information to help them carry out their duties, this would be done via the Parish Clerk. Information should be given to help carry out the specific purpose. Access should only be given to sensitive information with consent from the Parish Clerk. Data should never be used for political reasons unless consent from the individual has been given.

Confidentiality:

Upham Parish Council staff and Councillors must be aware that when complaints or queries are made, they must remain confidential unless the individual gives permission otherwise. When dealing with personal data, this must also remain confidential.