

## DATA PROTECTION AND INFORMATION SECURITY POLICY

### Use of personal data by Hedgeley Parish Council

Hedgeley Parish Council (HPC) does not go out of its way to collect information about individual local people but in the course of carrying out its duties it sometimes needs to record such information. This is usually information on the names of people who are given permission to address HPC meetings: names and addresses of people who wish to influence the view of HPC on planning requests; the name and contact details of individuals who approach HPC for help, information, advice, to make complaints and to give compliments; and the name and contact details of others who might feature in discussions, in decision making and in operating services. It will of course keep detailed information on any employee and Councillors.

*It should be understood that all information given at a public meeting of HPC is in the public domain, is likely to appear in the minutes and may be reported by the press.*

### Confidentiality

HPC is a public body and will seek to carry out its business in a public and transparent way but where there are good reasons for confidentiality that are agreed by HPC, business can be conducted in a way that is sensible of those issues. The press and public may be excluded although a confidential record of those transactions will be held by HPC.

### Data Protection Act

The Data Protection Act 1998 governs standards for the handling, collection and use of personal information and protecting the rights of individuals to privacy. It applies to anyone holding personal information on paper or electronically. Hedgeley Parish Council complies with the Data Protection Act (DPA) by following the key principles outlined below:

- 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 is needed*
- Data is processed in accordance with the rights of individuals*
- Data is kept securely*

### Right of access

People have the right to access any personal information that is held about them. They can be sent, within a 40-day time limit, all that is held, together with an explanation of why it was stored and who has seen it.