MORCOTT PARISH COUNCIL DATA PROTECTION POLICY

Statement of Policy in order to operate efficiently, the Parish Council needs to collect information about people with whom it has dealings. These may include members of the public, current, past and prospective employees, hirers of Council premises, other customers and suppliers. The Council will ensure that it treats such personal data and especially sensitive personal data in accordance with the Data Protection Act 1998 and, in particular, the principles of data protection (see below). Principles of Data Protection The Data Protection Act 1998 stipulates that anyone processing personal data must comply with eight principles of data protection which require that such data:

1) Shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.

2) Shall be obtained only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes.

3) Shall be adequate, relevant and not excessive in relation to the purpose or purposes for which it is processed.

4) Shall be accurate and, where necessary, kept up to date.

5) Shall not be kept for longer than is necessary for that purpose or those purposes.

6) Shall be processed in accordance with the rights of data subjects under the Act.

7) Shall be kept secure, i.e. protected by an appropriate degree of security.

8) Shall not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of data protection. Personal data is defined as data relating to a living individual who can be identified from that data alone, or that data and any other information which is in the possession of, or is likely to come into the possession of, the data controller, and includes an expression of opinion about the individual and any indication of the intentions of the data controller, or any other person in respect of the individual.

Sensitive personal data is defined as personal data consisting of information as to:

i) Racial or ethnic origin.

ii) Political opinions.

iii) Religious beliefs or other beliefs of a similar nature.

iv) Trade union membership

v) Physical or mental health or condition.

vi) Sexual life.

vii) Offences committed or alleged to have been committed.

Viii) Criminal proceedings or convictions.

To be revised 2018 to comply with the current 1998 Act implemented the European Data Protection Directive (Directive 95/46/EC). On 25 May 2018 the Directive will be replaced when the General Data Protection Regulation (the GDPR) applies.