

# Data Protection Policy – Witham Friary Parish Council

Witham Friary Parish Council recognises its responsibility to comply with the Data Protection Act.

The Act regulates the use of personal data, which does not have to be sensitive data.

## **The Data Protection Act**

The Data Protection Act 1998 sets out standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how information can be collected, handled and used. It applies to anyone holding information about people electronically or on paper.

### ***Data is processed fairly and lawfully.***

This means that information should only be collected from individuals if staff and Councillors have been open and honest about why they want the information.

### ***Data is processed for specified purposes only.***

Personal data 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.

### ***Data is relevant to what it is needed for.***

Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.

### ***Data is accurate and kept up to date.***

Personal data shall be accurate and, where necessary, kept up to date. Data is not kept longer than it is needed. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

### ***Data is processed in accordance with the rights of individuals.***

Individuals have the right to access their own personal data and to have any information to our data controller about the source of that data. Where access to their own personal data would contain information about third parties, the Data Controller will not be able to give that information without the third party consenting to the disclosure unless it is reasonable in all the circumstances to comply with the request without the consent of the third-party individual

The Council is obliged to respond to such a request within 40 days and will make a charge of £10.

Data is kept securely. This means that only staff and Councillors can access the data. It should be stored securely so it cannot be accessed by members of the public.

The Data Controller for the Council under the Data Protection Act is the Clerk, Mrs Jennifer Gregory, 9 Cobblers Way, Westfield, Radstock, BA3 3BX Email: [withamfriary.parcouncil.co.uk](mailto:withamfriary.parcouncil.co.uk)