

WARMSWORTH PARISH COUNCIL

DATA PROTECTION ACT 1998

SECURITY POLICY

WARMSWORTH PARISH COUNCIL will take all necessary measures to guard against unauthorised or unlawful processing of personal data and against accidental loss, destruction or damage. Original copies of important documents are stored at WARMSWORTH PARISH COUNCIL, Warmsworth Community Centre, Warmsworth, Doncaster.

When information containing personal data is no longer required it is shredded before disposal. When an employee takes information containing personal data they will ensure that it is stored securely in an appropriate manner to guarantee there is no breach of security. Any breaches of security will be taken very seriously and will be investigated by the Clerk.

Measures taken relating to specific areas are as follows: (for example)

- Database
 - password protected,
 - protected by virus software,
 - regularly backed up

- Personnel files
 - kept in locked cabinet
 - authorised staff only have access
 - Cannot be removed from office

- Finance Accounts
 - Stored in locked cabinet
 - Authorised staff only have access
 - Computerised records are virus protected and backed up regularly

DATA PROTECTION BRIEFING NOTES

When you hold personal data:

- You are allowed to use it only for the purpose (s) for which it was originally obtained
- You have to take good care of it (security must be appropriate)
- You have to use it fairly
- You must ensure that it is: adequate, relevant, not excessive, accurate, up to date if necessary, and not held longer than necessary
- You are committing an offence if you get access to personal data you are not authorised to, or if you disclose it to people you are not supposed to "knowingly or recklessly"
- You are committing an offence if you sell personal data you are not entitled to.

When you obtain personal data:

- You must not mislead or deceive anyone
- You have to make sure that the person you are getting the data from knows what organisation is collecting the data and why and how the data will be used.
- If you get the data from someone other than the individual themselves (the "Data Subject"), you have to make sure that the Data Subject knows as soon as practicable who is using their data and why and how it will be used.
- You may have to get consent from the Data Subject to use their data, particularly if it is in any of the "sensitive" categories. (Sensitive data covers the data subject's racial or ethnic origin, religious or political beliefs Trade Union Membership, health sex life and criminal record.
- You may also have to offer them the chance to opt out of some uses of the data, such as direct marketing, disclosure to other organisations, or use for secondary purposes.

When you disclose personal data:

- You have to check that the disclosure fits the purpose for which the data is being held
- You have to check that the person you are disclosing the information to is authorised to have it.
- You have to check that the Data Subject is aware that this type of disclosure is possible, or that there is an overriding reason (such as legal obligation)
- If you put personal data on to the Web, you nearly always need consent from the Data Subject.
- If you transfer data outside Western Europe, special rules apply.

Data subjects have new rights:

- If you need a person's consent, you cannot use the data if they don't give consent (but you can explain the consequences of not giving it).
- You cannot use data for direct marketing of any goods or service if the Data Subject has told you not to.
- If you are phoning people at home for direct marketing you have to check that the number you are calling is not on a barred register.
- Data Subjects can ask to see all the personal data you hold on them, including manual files. Your organisation has 40 days to comply with the request.

**THE 1998 DATA PROTECTION ACT
SUBJECTS ACCESS FORMS**

DATE RECEIVED:

**WARMSWORTH PARISH COUNCIL
Subject Access Request (1998 Data Protection Act)**

You are entitled to see most of the information that we hold about you. If you want to see it please fill in this form and return it to _____ with the required fee.

Your Name

Have you been known by any other name (if yes please specify)

Your
Address

Your Contact Phone Number

Please explain why you think we may have information about you

I want to see the records you hold about me, I enclose the £5.00 fee

Signature

Please note:

- We may have to ask for additional information
- If you are making this application on behalf of someone else we will need to see evidence that you have been authorised to do so
- We aim to reply within 3 weeks, but we may take up to 40 days. A copy of the information will be sent to the address above.
- We do not keep personal data when we no longer have use for it. We may not have any information about you.
- We will show you everything we have about you, however, we may hold back information, which is also about someone else.

WARMSWORTH PARISH COUNCIL
DATA PROTECTION STATEMENT

The 1998 Data Protection Act defines people's rights as individuals in relation to the information held about them, and how it may be used.

WARMSWORTH PARISH COUNCIL holds the following information about

_____ ranging from names and addresses to monitoring information, photographs etc.

It is absolutely essential that you should trust us to act responsibly, and in your interests.

We will do everything we can to ensure that we keep information about you up to date and accurate, and to ensure that it is not used in any unauthorised or unlawful way.

The areas in which we collect and process data are as follows: (for example)

- Membership mailing lists
- Event/meeting attendance
- Research
- Personnel records
- Committee and advocate records
- Website
- etc