

# SANDOWN TOWN COUNCIL

## Data Protection Policy

### Introduction

To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. To do this, Sandown Town Council will comply with the Data Protection Principles, which are set out in the Data Protection Act 1998.

In summary these state that personal data shall:

- Be obtained and processed fairly and lawfully and shall not be processed unless certain conditions are met.
- Be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose.
- Be adequate, relevant and not excessive for those purposes.
- Be accurate and kept up to date.
- Not be kept for longer than is necessary for that purpose.
- Be processed in accordance with the data subject's rights.
- Be kept safe from unauthorised access, accidental loss or destruction.
- Not be transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data.

Officers of the Council who process or use any personal information must ensure that they follow these principles at all times.

### Data Security

All staff are responsible for ensuring that any personal data, which they hold, is kept securely: -

- Kept in a locked filing cabinet; or
- in a locked drawer;
- if it is computerised, be password protected; or
- kept only on disk, which is itself kept securely.
- Personal information is not disclosed either orally or in writing or accidentally or otherwise to any unauthorised third party.

### Rights to Access Information

Individuals have the right to access any personal data that is being kept about them either on computer or in certain files. Any person who wishes to exercise this right should contact the Town Clerk.

Data will not be kept any longer than necessary and the retention period data will in accordance with the Town Council's Document Retention Policy.

On receipt of a written request, information will be provided within 40 days from the date of request. The Town Council can ask for a fee of, and if requested, the 40 days does not begin until this fee is received.

**Designated Data Controller:** The Town Clerk

This policy is subject to review in 2018