



# Kings Worthy Parish Council

## Data Protection Policy

### 1. Introduction

- 1.1 This is the Data Protection Policy for Kings Worthy Parish Council and applies to all employees, councillors, public representatives and third parties acting on the Parish Council's behalf.
- 1.2 The Council may need to collect, use and store certain types of information about the people we deal with in order to carry out our duties as a local authority. We may also collect information when the Parish Council carries out business related activities, such as hiring of sports facilities. In addition, the Parish Council may be required by law to collect and use specific types of personal information to comply with statutory requirements. Personal information will be dealt with properly and securely however it is collected, recorded and used – whether in electronic, video graphic, photographic or paper format. All data will be secured in a locked cabinet/cupboard and where possible, encrypted.
- 1.3 The Parish Council holds the lawful and correct treatment of personal information as being of the up most importance to maintain a strong level of confidence between the Council and the people we deal with.
- 1.4 The Council is therefore fully committed to the eight Data Protection principles, set out in Schedule 1 of the Data Protection Act 1998 (DPA).

### 2. Data Protection Principles

- 2.1 Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless—
  - (a) at least one of the conditions in Schedule 2 is met, and
  - (b) in the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.
- 2.2 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.

- 2.3 Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
- 2.4 Personal data shall be accurate and, where necessary, kept up to date.
- 2.5 Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- 2.6 Personal data shall be processed in accordance with the rights of data subjects under this Act.
- 2.7 Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
- 2.8 Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

### 3. What the Parish Council will do

#### 3.1 Kings Worthy Parish Council will:

- Observe the regulations with regards the collection and use of personal information.
- Meet required legal obligations to specifically identify the purpose(s) for which information is used.
- Collect and utilise any personal information, only to enable the Council to carry out it's duties as a local authority or to enable the Council to comply with any legal requirements.
- Ensure the any information we use is accurate and kept up to date.
- Ensure that personal information is not kept for any longer than we need to (and in accordance with our Retention Policy).
- Guarantee that any personnel information held is done so as to allow a person(s) to exercise their rights under the DPA (these include, but are not limited to, the right to be informed that processing is being undertaken, the right to access information that we hold about them, the right to prevent processing in certain circumstances and the right to correct, rectify, block or have erased, information which is not correct.
- Ensure that security measures are taken, both physically, procedurally & organisationally, to protect against destruction, loss or abuse of personal data.
- Ensure that personal information is not transferred to a country or territory European Economic Area without suitable safeguards.

- Maintain a central register of any data protection breaches and ensure that the Council investigates all breaches that are reported, in accordance with the timeframes set out in the DPA, and take appropriate measures to prevent any recurrence of said breach
- Ensure that Kings Worthy Parish Council's Data Protection Registration is kept up to date (the Registration number is **Z8753681**).
- Review this policy on an annual basis and any safeguards that relate to it, to ensure that the contents are still relevant and effective.
- Ensure any CCTV systems are operated in compliance with the DPA.
- Ensure the privacy of our both employees and people that we deal with.

### 3.2 Kings Worthy Parish Council will also ensure that:

- The Person with responsibility for data protection in the Council is the Data Protection Officer, which is the Parish Clerk.
- Ensure Employees, Councillors, public representatives and third parties acting on the Parish Council's behalf manage and handle personal information understand that they are responsible for following good data protection practice.
- Anyone managing and/or handling personal information are appropriately trained to do so.
- Anyone managing and handling personal information is Supervised appropriately.
- Anyone wanting to enquire about the handling personal information knows what to do.
- Queries about handling personal information are dealt with promptly and politely.
- An Annual review and audit is carried out of the way personal information is managed.
- Methods of handling personal information are regularly assessed.

## 4. SUMMARY

### 4.1 When we ask you for information, Kings Worthy Parish Council will:

- Ensure you are informed as to why we need it.
- Ensure it is appropriately protected and make sure only those authorised has access to it.
- Ensure you are aware that you have a choice about giving us personnel information.
- Let you know if we need to share the information with other organisations in order to provide you with a better level of service and also whether you can say no.
- Make sure we only keep personnel information for as long as necessary and it is disposed of, as per our Retention Policy.

## 4.2 In return we ask you to:

- Ensure you give us accurate information.
- Tell us as soon as possible of any changes to information held about you.
- Tell us as soon as possible if you notice any mistakes in the information we hold about you. Doing this this aids us in keeping our information up to date.

## 5. FURTHER INFORMATION

### 5.1 If you wish to be supplied with personal information we hold about you (known as a subject access request), or if you have any queries or complaints – please write to:

Parish Clerk  
Kings Worthy Parish Council  
Lionel Tubbs Hall & Kings Worthy Community Centre  
Fraser Road, Kings Worthy  
Winchester  
Hampshire  
SO2 37PJ

Alternatively, you can also contact the Data Protection Officer by  
Email on: [kwpc@btconnect.com](mailto:kwpc@btconnect.com)

### 5.2 If you would like to see Kings Worthy Parish Council's Data Protection Registration details, as notified to the Information Commissioner, you can do so by visiting the Information Commissioner's website ([www.ico.org.uk](http://www.ico.org.uk)) and simply enter the Council's registration number **Z5730734** in the appropriate box.

### 5.3 For independent advice about data protection, please contact the Information Commissioner.

#### By Post:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

**By Phone:** 0303 123 1113 (local rate)

**By Email:** [casework@ico.org.uk](mailto:casework@ico.org.uk)