

Ramsey and Parkeston Parish Council

DATA PROTECTION POLICY

The Data Protection Act 1998 came into force on 1 March 2000. The Act provides the statutory framework for the use of computerised information (including microfiche, audio and visual systems) and also certain manual records about living identifiable individuals in the United Kingdom.

The Act does not prohibit disclosures of such information to third parties but it regulates the circumstances in which they can be made, but does prohibit the transfer of personal data to countries which do not have an 'adequate level of protection'.

Under the Act the Council will need to notify the Information Commissioner, in broad terms, of the purposes of their processing which is publicly available in a register. The Council annually renews the registration of data controllers with the Information Commissioner's Office, Registration Reference: Z3600731

The Ramsey & Parkeston Parish Council, to ensure compliance with the Act, will abide by the following principles:

Principle 1: Permission

The Council will not gather or publish any personal data unless the purpose of the data is made clear to, and written permission has been obtained from, the data owner.

Principle 2: Single Use

Any personal data gathered as above will not be used for any purpose other than that stated when it was obtained.

Principle 3: Protection of Electronic Data

The Council will ensure the safe keeping of any electronic files containing personal data and will not release those files to any external party except for the purpose of printing or publication protected by a copyright statement, **Copyright © Ramsey & Parkeston Parish Council, (2016)** and gain confirmation that any files released are deleted after use.

Principle 4: Data Published Online

The Council will publish general contact details only with a hyperlink to email addresses.

The Data Protection Policy of the Ramsey and Parkeston Parish Council is signed as adopted at the meeting of the Council held on 2nd May 2016

Proposed by Cllr _____

Seconded by Cllr _____

Signed by the Chair _____ Dated _____