

## **Greatham Parish Council**

### **Data Protection Policy**

#### **Statement of Intent:**

The council is obliged to collect and use certain types of information concerning individuals who come into contact with the council. The purpose of this policy is to ensure the confidentiality, lawful and correct treatment of personal data. To this end, the council fully endorses and adheres to the principles of data protection as detailed in the Data Protection Act 1998 and any subsequent amendments.

**Personal data will be:** only obtained for lawful and specific purpose(s).

relevant to the purpose of collection.

processed fairly and lawfully under the Act.

accurate and, where necessary, kept up to date.

only kept for a valid duration.

kept secure and only made available for the specific purpose(s) within the area of Greatham Parish Council, unless already in the public domain.

**Personal data will only be kept for and restricted to the following:**

to meet the requirements of employment.

if necessary for leases associated with the council owned properties (if any).

for correspondence purposes.

Data may be held within the computer databases or in printed form, both storage methods being protected from unauthorised access.

This policy will be reviewed annually or more frequently if legislation dictates so.

**Adopted March 2017**