# DATA PROTECTION AND INFORMATION SECURITY POLICY

Easingwold Town Council is committed to the Data Protection Principles established in the Data Protection Act 1998:

- Personal data should be processed fairly and lawfully and only for those purposes specified in the Town Council's registration.
- Information should be adequate, relevant, accurate and up to date and not excessive for the specified purpose.
- Information should not be kept longer than necessary in a form which identifies the data subject and should be processed in accordance with the rights of the data subject.
- Personal data should be held in secure conditions with access restricted to those who need to process it in connection with the specified purpose.
- All staff have a legal duty to keep personal data to which they have access confidential

**1. Scope of the policy**

- Personal details are collected and processed for the purposes of
- Conducting research into the opinions of residents on current issues
- Lobbying local authorities, regional and national government and other organisations or individuals in relation to matters of concern
- The promotion of the work of the Town Council
- Provision of local services
- Staff, agent and contractor administration
- Keeping elected members informed
- Crime prevention and prosecution of offenders (CCTV)

- The policy covers computer and manual records

**2. Data protection registration**

- The responsible person identified in the registration form will be the current Town Clerk.
- Should personal details be collected for a new purpose or processing or the responsible person changes, the registration must be amended.

**3. Permission**

- Valid permission is needed to keep and process the data requested.
- Data subjects must be fully appraised of the reasons for requesting the information, its purpose and the uses that might be made of it.
- Explicit permission must be sought if material is to be transmitted over a public network (i.e. e-mail). It should be clear to the data subject that there is a possibility of such data being seen or downloaded by someone other than the intended recipient and that, once such images are in the public domain, there is no effective means of withdrawing consent.

**4. Requests for personal information**

All forms requesting information should give details of the use which will be made of the information and request permission which must be signed and dated by the data subject.

**5. Rights**

- Data subjects have right to have access to information about themselves held on computer and in paper files.
- Requests to access records should be made to the Town Clerk in writing. Photocopies of personal information kept will be supplied at a cost of £0.20 per sheet.
- Data subjects have a right to request amendment of information they do not consider accurate.

**6. Measures to be taken to keep different types of personal details secure against unauthorised or unlawful processing of personal data and against accidental loss, destruction of or damage to data.**

**A. Physical security:**

i. Access to the Clerk's office in the Hambleton District Council offices is open to other members of Hambleton District Council staff, although not to members of the public. The Hambleton office reception staff should not admit visitors to the Clerk's office in her absence. Town Council members requiring documents from the files are asked to visit the office at the times when the Clerk is available.

ii. Access to the home office is restricted in a similar manner.

**B. Controls on access to information:**

i. Access to the office and home office computers should be restricted by a password known only to the Clerk.

ii. Information displayed on the computer screen should be protected from casual viewers by screen shutdown as a result of prolonged inactivity, necessitating restarting of the office computer and logging in again.

iii. All disks and other media used to store personal data should be kept in a secure location under lock and key when not in use.

iv. Files containing personal details are kept either in the locked filing cabinet or cupboard and the office computer is password protected.

**C. Contingency plan in the event of a computer disaster**

i. Computerised information should be backed up regularly and backup discs kept in a different secure location.

**7.** The Clerk will keep personal data accordance with the Data Protection Principles and the measures detailed in this policy and will undertake an annual audit of data in filing and computer systems and shred or delete information which should no longer be kept in a form which identifies the data subject

**8. Staff awareness and training**

- Staff should be aware of the need for confidentiality and understand Town Council policy on security of data.
- The Clerk will gradually draw up a reference list of personal data processed, including any guidelines received on how long it should be kept, for the information of her successor(s).

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The Clerk confirms she has read and understood this policy and agrees to keep personal data to which she has access confidential.

Signed …… J F Bentley Date……

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