



Ketton Parish Council

Data Protection Policy

Ketton Parish Council needs to keep certain information on its employees to carry out its day to day operations, to meet its objectives and to comply with legal obligations.

The organisation is committed to ensuring any personal data will be dealt with in line with the Data Protection Act 1998.

The aim of this policy is to ensure that everyone handling personal data is fully aware of the requirements and acts in accordance with data protection procedures. This document also highlights key data protection procedures within the organisation.

In line with the Data Protection Act 1998 principles, Ketton Parish Council will ensure that personal data will:

- be obtained fairly and lawfully,
- be obtained for a specific and lawful purpose,
- be accurate and kept up to date,
- not be held longer than necessary,
- be subject to appropriate security measures.

The Parish Council is the data controller.

To meet our responsibilities we:

- will ensure personal data is collected in a fair and lawful way,
- ensure that the information is up to date and accurate,
- ensure that it is kept safe,
- ensure the rights people have in relation to their personal data can be exercised.

We will make sure that:

anyone wanting to make enquiries about handling personal information knows what to do,

any disclosure of personal data will be in line with our procedures,

queries about handling personal information will be dealt with swiftly and politely.

Personal sensitive information will not be used without the consent of the individual.

Ketton Parish Council will take steps to ensure that personal data is kept secure at all times.

Any unauthorised disclosure of personal data to a third party by an employee may result in a disciplinary procedure being started.

Ketton Parish Council is responsible for compliance with this policy. Any unauthorised disclosure made by anyone from the Council may result in the termination of contract.

Anyone whose personal information we process has the right to know:

what information we hold;

how to gain access to this information;

how to keep it up to date;

what we are doing to comply with the Act.

They also have the right to prevent processing of their personal data in some circumstances and the right to correct, rectify or erase information that is wrong.

Individuals have a right under the Act to access certain personal data being kept about them. Anyone wishing to do so should contact the Parish Clerk.

We will aim to comply with requests for access to personal information as soon as possible, but will ensure it is provided within the 40 days required by the Act from receiving the written request and will make the relevant charge.

This policy will be reviewed at intervals to ensure that it remains up to date and compliant with the law. Adopted by the Parish Council 12/02/2014 min ref 13/072 revision 18/12/2014 to read "The Parish Council is the Data Controller".

Ketton Parish Council Data Protection Policy

I confirm that I have read and understood Ketton Parish Council's Data Protection Policy and will act in accordance with it.

I am connected with Ketton Parish Council in my capacity as a member of staff.

Signature-----

Print name: -----

Date: -----

Please return this form to the Parish Clerk.

Adopted by the Parish Council 21/10/2015 Minutes reference 2015/10/11