

Information Security Policy

Re-adopted 11th May 2017

Policy Aim

The aim of this policy is to establish and maintain the security and confidentiality of information held by Godney Parish Council.

Scope

This policy applies to all information held by staff, councillors and to any individual/organisations under contract to the Council.

Responsibilities

All members of the Council including staff and councillors have a legal responsibility to maintain the confidentiality, integrity and security of data held.

Legislation

Godney Parish Council recognises its responsibility to comply with the Data Protection Act 1998, which regulates the use of personal data.

In accordance with the act the Information Commissioner has been notified that the Council holds personal data about individuals and the following measures are taken to protect an individual's right to privacy:

- Data is processed fairly and lawfully – Personal information will only be collected from individuals if staff and councillors have been open and honest about why the information is required.
- Data is processed for specific purposes only – The information should only be used for the specific purposes disclosed.
- Data is relevant to what it is needed for – The information will be monitored to ensure that only the data needed is held and that it is not too much or too little.
- Data is accurate and kept up to date – Every effort will be made to ensure the information held is accurate and if not it will be corrected.
- Data is not kept longer than it is needed – Information will be monitored on a regular basis and disposed of in a secure manner as appropriate.
- Data is processed in accordance with the rights of individuals – Individuals will be informed, upon request, of all the personal information held about them.
- Data is held securely – Only the Parish Clerk can directly access the data. Councillors will be supplied with the relevant data on request. Information cannot be accessed by members of the public.

Storing and Accessing Data

Godney Parish Council recognises its responsibility to be open with people when taking personal details from them. This means that Councillors and staff must be honest about why they want a particular piece of personal information. If, for example, a member of the public gives their phone number to staff or a member of Godney Parish Council, this will only be used for the purpose it has been given and will not be disclosed to anyone else without the person's permission.

Godney Parish Council may hold personal information about individuals such as their addresses and telephone numbers. These will be securely kept at the Parish Office and are not available for public

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access. All data stored on the Parish Office computers are password protected. Once data is not needed any more, is out of date or has served its use and falls outside the minimum retention time of Council's document retention policy, it will be shredded or securely deleted from the computer.

The Parish Council is aware that people have the right to access any personal information that is held about them. If a person requests to see any data that is being held about them

- They must be sent all of the personal information that is being held about them
- There must be an explanation for why it has been stored
- There must be a list of who has seen it
- It must be sent within 40 days

A fee to cover photocopying and postage charges will be charged to the person requesting the personal information. This fee will be agreed by the Parish Council and amended in line with inflation from time to time and is shown in the Godney Parish Council Publication Scheme.

Disclosure of personal information

If an elected member of the council, for example a Councillor, needs to access information to help carry out their duties, this is acceptable. They are only able to access as much information as necessary and it should only be used for that specific purpose. If, for instance, someone has made a complaint concerning alleged planning infractions, a Councillor may access an address and telephone number of the person who has made the complaint so they can help with the enquiry. A Councillor may only do this providing they represent the Parish that the subject lives in. However, before they access any sensitive information about person, they would need consent to do this from the Parish Clerk. Data should never be used for political reasons unless the data subjects have consented.

Confidentiality

Godney Parish Council Councillors and staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.



Chairman.....

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