

# Crowhurst Parish Council

## Data Protection Policy Statement

Our data protection policy sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data.

We are committed to:

- Ensuring that we comply with the eight data protection principles, as listed below
- Meeting our legal obligations as laid down by the Data Protection Act 1998
- Ensuring that a nominated officer is responsible for data protection compliance and provides a point of contact for all data protection issues
- Ensuring that all Councillors and staff are encouraged to undertake appropriate training to ensure that they are aware of their responsibilities in relation to data protection legislation and are aware of good practice.
- Ensuring that queries about data protection, internal and external to the organisation, is dealt with effectively and promptly.
- Regularly reviewing data protection procedures and guidelines within the organisation.

## Data Protection Principles

The Act sets out eight enforceable principles of good practice, which say that:

1. Personal data shall be processed fairly and lawfully.
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under this Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

The Data Protection Act 1998 requires every data controller (e.g. organisation) who is processing personal information to register with the Information Commissioner's Office (ICO). Crowhurst Parish Council registered as a Data Controller Reg No: **Z2137842**. The Clerk is the nominated officer responsible for data protection.

Adopted by: Crowhurst Parish Council  
Meeting Date: 20 Feb 2017