

Coleshill Town Council Data Protection policy

This is a statement of the Data Protection policy adopted Coleshill Town Council to cover its obligations under the Data Protection Act 1998 ('the DPA').

The Data Protection Act 1998 regulates the processing of information relating to individuals, this includes the obtaining, holding, using or disclosing of such information, and covers computerised records as well as manual filing systems and card indexes.

Coleshill Town Council needs to collect and use certain types of information about people with whom it deals in order to in order to carry out its everyday business and fulfil its constitutional functions and objectives. These include current past and prospective staff and officer, members of the authority, suppliers, clients, customers and others with whom it communicates and may also hold information on other persons it deals with in the conduct of its activities. In addition, it may occasionally be required by law to collect and use certain types of information of this kind. This personal information whether in print on computer or recorded on other material must be collected, held and used in accordance with the Data Protection Act principles.

Summary of Principles

Data users must comply with the Data Protection principles of good practice which underpin the Act these state that personal data shall:

1. Be obtained and processed fairly and lawfully (that the subject of the data has consented to its collection and use.)
2. Be held only for specified purposes
3. Be adequate, relevant but not excessive
4. Be accurate and kept up to date.
5. Be held for no longer than necessary
6. Be accessible to data subjects.
7. Be subject to the appropriate security measures.
8. Not be transferred outside the EEA (European Economic Area with includes the EU member states: Austria, Belgium, Denmark, Eire, Finland, France, Germany, Greece, Italy, Luxembourg, Netherlands, Portugal, Sweden & the UK as well as Iceland, Liechtenstein, Norway and Switzerland).

Coleshill Town Council regards the lawful and correct treatment of personal information as very important to its successful operations, as it maintains confidence between those with whom it deals. To this end Coleshill Town Council will:

1. Hold the minimum personal information necessary to enable it to perform its business
2. Comply with both the law and good practice in the handling of personal data
3. Treat all information about individuals, with respect and with regard to personal privacy
4. Be open with individuals about how their personal data is collected, used and stored.
5. Provide appropriate training and guidance to staff on the obligations under the Act
6. Interpret the Act, and associated regulations, with regard to the advice of the ICO and relevant directives of the European Commission. In all cases Coleshill Town Council will

have regard to the interests of the individual subject of the personal data.

7. Apply the data protection principles as the foundation for information management in the organisation.

8. Process information about individuals on the presumption of confidentiality.

9. Coleshill Town Council will only process personal information for those purposes it has specified beforehand to the individual or by notification to the ICO.

Data Security

All staff are responsible for ensuring that:

- Any personal data they hold, whether in electronic or paper format, is kept securely.
- Personal information is not disclosed deliberately or accidentally either orally or in writing to any unauthorised third party.
- Coleshill Town Council and all staff who process or use personal data must ensure that they abide by these principles at all times in the processing and use of personal data.

Making a request for your own personal data

If you wish to request information which is held by Coleshill Town Council and which relates to yourself, please contact info@coleshilltowncouncil.gov.uk or write to us at:

Coleshill Town Council

Town Hall, 142 High Street

Coleshill

Warks. B46 3BG

Coleshill Town Council aims to comply with request for access to personal information as quickly as possible, but will comply with a subject access request within forty days of receipt or the request, or if later, within forty days of the receipt of the identity information required, the completed subject access request form and the relevant fee.

Coleshill Town Council does not need to comply with a request where it has received an identical or similar request from the same individual unless a reasonable interval has elapsed between compliance with the original request and the current request.

Further Information

Further information about your rights under the Data Protection Act 1998 is available from the website of the Information Commissioner's Office <http://ico.org.uk/>