

GREYSOUTHEN PARISH COUNCIL DATA PROTECTION POLICY

The Parish Council will:

1. Value the personal information entrusted to them and make sure the Parish Council respect that trust
2. Go further than the letter of the Law when it comes to handling personal information and adopt good practice standards.
3. Consider and address the privacy risks first when planning to use or hold personal information in new ways such as when introducing new systems.
4. Be open with individuals about how they use their information and who to pass it on to.
5. Make it easy for individuals to access and correct their personal information.
6. Keep personal information to the minimum necessary and delete it when they no longer need it.
7. Have effective safeguards in place to make sure personal information is kept securely and does not fall into the wrong hands
8. Provide training to staff who handle personal information and treat it as a disciplinary matter if they misuse or do not look after personal information properly
9. Put appropriate financial and human resources into looking after personal information to make sure the Parish Council lives up to its promises
10. Regularly check that checks are being done and report on it.

Signed
(Chairman of Greysouthen Parish Council)

Date