

## **WESTERLEIGH PARISH COUNCIL**

### **DATA PROTECTION POLICY**

This Council is committed to the objectives of the Data Protection Act and declares its intention that all personal information held by this Council shall be treated in confidence and held and used only in accordance with the terms of the Act and other applicable legislation.

The Council will be open about the type and extent of personal data it holds. It will keep the minimum amount of personal information needed to perform its duties and it will hold that information securely, use it only for appropriate purposes and not disclose without proper authority.

The Council expects its employees to comply fully with this policy and will provide training and advice necessary to enable employees to do this. Deliberate breaches of this policy will be considered as gross misconduct and will render the employee liable to disciplinary action.

The Council is responsible for co-ordinating compliance with the Act. It is the responsibility of each elected member and employee to be aware of their individual and collective responsibility under the Act and make sure they comply with its provisions.

The Council will provide any person requesting data in the proper manner a response stating whether or not the Council hold personal information about the individual and, if so, the opportunity to see the information and to have it corrected or deleted if appropriate. Persons may only request details about themselves and no other person.