



## **Information Security Policy**

Whyteleafe Village Council is registered under the Data Protection Act 1998, and holds personal data in various media for the following purposes:

1. The provision of local services in accordance with its statutory powers and duties
2. For its own campaigns, public relations and fund raising activities including research into residents' opinions
3. In connection with the administration of employees, volunteers, contractors and councillors

The Council has adopted the following data protection principles for personal data:

- Processed fairly and lawfully
- Obtained only for one or more specified and lawful purposes
- Adequate, relevant and not excessive
- Accurate and, where necessary, kept up to date
- Kept for no longer than is necessary
- Processed in accordance with the rights of data subjects under the Act
- Appropriate technical and organisational measures taken against unauthorised or unlawful processing of personal data and against its accidental loss or destruction
- No transfer of data to a country or territory outside the European Economic area.

The Council does not sell personal data to 3rd parties for any purpose. It does not pass onto 3rd parties personal details of individual residents, members or employees without the express or implied consent of that individual. If a 3<sup>rd</sup> party is contracted to process personal data on behalf of the Council, checks are made to ensure that adequate controls are in place.

The clerk acts as the Data Controller for the Council, but all council members have a responsibility to adhere to the policy and relevant procedures and to seek advice if dealing with personal data.

Any indication of unauthorised or unlawful processing, loss, damage or destruction of personal data held by or on behalf of the council must be communicated urgently to the chairman and/or the clerk for appropriate action to be taken.

The following policies and procedures support this policy:

1. Document retention and destruction policy
2. Freedom of Information Act policy & procedure
3. Checklist for data collection and using a 3<sup>rd</sup> party data processor
4. Risk Management policy
5. Data security measures
6. Business Continuity plans

This policy is reviewed by the council at least annually to ensure it is up to date and measures taken remain effective.

END

**Adopted 14 November 2011**