



## **Data Protection Policy**

First Approval – 7 September 2015

Reviewed and Approved with no changes – 4 July 2016

Reviewed and Approved with no changes – 3 July 2017

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### **1. Introduction**

The purpose of this policy is to ensure the lawful and correct use of personal data to preserve confidentiality.

### **2. Data Protection Act**

Simpson and Ashland Parish Council fully endorses and adheres to the principles of Data Protection as detailed in the Data Protection Act 1998 and any subsequent amendments.

### **3. Personal data will be:**

- 14.1. Obtained only for lawful and specific purposes.
- 14.2. Relevant to the purpose for collection.
- 14.3. Processed fairly and lawfully under the Act.
- 14.4. Accurate and where necessary kept up to date.
- 14.5. Only kept for valid duration.
- 14.6. Kept secure and only be made available for specific purposes, unless already in the public domain.

### **4. Personal data will only be kept for, and restricted to the following:**

- 5.1. To meet the requirements of employment.
- 5.2. For correspondence purposes.

### **5. Where data will be kept**

- 6.1. Data may be held on a computer or in printed form.
- 6.2. Both storage methods will be protected from unauthorised access.

### **6. Review of the Policy**

- 7.1 This policy will be reviewed annually.

**Next review: July 2021**