



Westbourne
Parish Council

Data Protection Policy

Westbourne Parish Council is committed to the objectives of the Data Protection Act 1998 and declares its intention that all personal information held by the Council shall be treated in confidence and held and used only in accordance with the terms of the Act.

The Council further acknowledges that a Data Protection Bill is currently (December 2017) going through Parliament and that this legislation will bring the European Union's General Data Protection Regulation (GDPR) into UK law. The Council is committed to the objectives of the GDPR and will keep this policy and the Council's practices under review to ensure compliance with the GDPR.

Westbourne Parish Council will keep the minimum amount of personal information needed to perform its duties and it will hold that information securely. When collecting information the Council will specify for which purpose it is collecting information and how long it will hold that information. Information will only be used for the specified purpose and held only for the specified time period. Information will not be disclosed to a third party unless the Council is required to do so by law.

The Council expects its employees and Councillors to comply fully with this policy and will provide the training and advice necessary to enable this. It is the responsibility of each Councillor and employee to be aware of their individual and collective responsibility under the legislation and make sure they comply with its provisions.

Upon the request of an individual the Council will provide details of the information held about that individual and will correct or delete the information if so requested.