



SIMPSON AND ASHLAND PARISH COUNCIL

Data Protection Policy

Reviewed and approved September 2022

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:

- a) Obtained only for lawful and specific purposes.
- b) Relevant to the purpose for collection.
- c) Processed fairly and lawfully under the Act.
- d) Accurate and where necessary kept up to date.
- e) Only kept for valid duration.
- f) 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:

- a) To meet the requirements of employment.
- b) For correspondence purposes.

5. Where data will be kept:

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

6. Review of the Policy

- a) This policy will be reviewed annually.