

KENWYN PARISH COUNCIL

DATA PROTECTION POLICY

Kenwyn Parish Council needs to collect and use certain types of information about people with whom it deals in order to operate. This includes information relating to current, past and previous employees, suppliers, customers and others with whom it communicates.

Kenwyn Parish Council is registered with the Information Commissioner's Office under Register Entry No. **ZA336508**

There is a clear distinction between 'personal' data and 'sensitive personal' data.

- 'Personal' data is data defined as relating to a living individual who can be identified from:
(a) that data; or (b) that data plus other information which is in the possession of the Data Controller and includes an expression of opinion about the individual.
- 'Sensitive Personal' data is defined as personal data consisting of information relating to: (a) Racial or ethnic origin (b) Political opinion (c) Religious or other beliefs (d) Trade union membership (e) Physical or mental health or condition (f) Sexual orientation; or (g) Criminal proceedings or convictions.

In accordance with the Data Protection Act 1998 which came into force on 1 March 2000, all organisations which process personal information (whether on paper, in a computer, or recorded on any other media) are required to comply with a number of important principles regarding privacy and disclosure. This ensures that the information is:

- Processed fairly and lawfully
- Only processed for the lawful purpose it was obtained
- Adequate, relevant and not excessive in relation to its purpose
- Accurate and kept up to date
- Not kept for longer than necessary
- Processed in line with the data subject's rights
- Secure
- Not transferred to other countries without adequate protection.

Through appropriate management Kenwyn Parish Council will strictly apply the following criteria and controls:

- Fully observe conditions regarding the fair collection and use of information
- Meet its legal obligations to specify the purposes for which information is used
- Collect and process relevant information, only to the extent that is required to fulfil operational needs/to comply with legal requirements
- Ensure the quality of information used