

Tring Town Council Data Protection Policy

Statement of Intent

The Council is required to collect and use certain types of information concerning individuals who come into contact with the Council.

The purpose of the policy is to ensure the confidentiality lawful and correct treatment of personal data. To this end, the Council fully endorses and adheres to the principles of data protection as detailed in the Data Protection Act 1998 and any subsequent amendments.

Personal data will be

- obtained only for lawful and specific purpose(s)
- relevant to the purpose for collection
- processed fairly and lawfully under the Act
- accurate and where necessary kept up to date
- only kept for a valid duration
- kept secure and only be made available for the specific purpose(s) unless already in the public domain
- held and only used within the European Economic Area

Personal data will only be kept for, and restricted to, the following:

- to meet the requirements of employment
- for legal documents associated with Council-owned properties
- for correspondence purposes

Data may be held within the computer databases or in printed form. Both storage methods will be protected from unauthorised access.

This policy will be reviewed every four years or earlier if so required by legislation or additional material.

Reviewed and agreed by Finance and Policy Committee on 31st October 2016