

## **Data Protection, Confidentiality and Information Management Policy**

This policy document outlines how Bury St Edmunds Town Council seeks to ensure data protection, confidentiality and the management of information for the benefit of its service users and others.

### **Statement of intent:**

Bury St Edmunds Town Council aims to protect the rights of individuals and adheres to the eight principles of 'effective information handling'. Affording privacy and confidentiality within the legislative framework will be fundamental to the manner in which the Town Council provides its services.

### **How policy will be applied:**

Data Protection legislation that came into effect on 1 March 2000 provides rights for individuals, requires openness about how information will be used and sets out eight principles to be followed. The Council also intends to comply with the General Data Protection Regulation (and Act) when they come into effect. Bury St Edmunds Town Council will ensure that all data is:

- Processed fairly and lawfully
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate and up-to-date
- Not kept longer than necessary
- Processed in accordance with the data subject's rights
- Physically and electronically secure
- Not transferred to countries outside the European Union without adequate protection

(Processing includes the collection, storage, retrieval, use, or disclosure of personal data.)

Individuals have the right to be supplied with a copy of any personal data held on them. Individuals will, under Section 7 of the Data Protection Act 1998, be entitled upon written request to be informed whether or not personal data pertaining to them is held or processed. Applications for information under Data Protection legislation will be dealt with by the Town Clerk or the Assistant Town Clerk within a response time not exceeding 40 days upon proof of identification.

Independent advice regarding the protection of personal data is available from the Information Commissioner at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

### **Privacy and confidentiality**

Councillors and staff will ensure that information in their possession is handled sensitively and in accordance with current data protection legislation. Arrangements can be made for privacy to be afforded where an individual wishes to converse in private. The Town Council will not record the comments of any individual unless this forms part of a public forum or permission has been gained to do so beforehand.

Information gained by Councillors and staff will not be passed to a third party without the permission of the individual or unless there are statutory obligations on the Town Council to do so.

### **How policy will be reviewed:**

The Clerk will have responsibility for the review and update, as appropriate and at least annually, of this policy and its effectiveness.