

## **DURSLEY TOWN COUNCIL DATA PROTECTION POLICY**

**adopted 3<sup>rd</sup> September 2013**

- 1) Dursley Town Council is committed to the objectives of the Data Protection Act 1998 (DPA) and declares its intention that all personal data held by the Council will be treated in confidence and held and used only in accordance with the terms of the DPA and other applicable legislation.
- 2) The Town Council will be open about the type and extent of personal data it holds. It will keep the minimum amount of personal information needed to perform its duties; it will hold that information securely, use it only for appropriate purposes and not disclose it without proper authority.
- 3) The Town Council expects all of its employees and councillors to comply fully with this policy and the principles of the Data Protection Act. Deliberate breaches of this policy will be considered as gross misconduct. Individuals, as well as the Town Council, can be prosecuted for breaches of the Data Protection Act.
- 4) The Town Clerk is responsible for co-ordinating compliance with the Act. It is, however, the responsibility of each councillor and every employee to be aware of their individual and collective responsibilities under the Act and to make sure they comply with its provisions. The Town Council will provide suitable and appropriate training to enable councillors and employees to understand their responsibilities.
- 5) The Town Council will provide any person requesting it in the proper manner a response stating whether or not the Town Council holds personal information about that individual and, if so, the opportunity to see the information and have it corrected or deleted if appropriate. A person may only request details about themselves and no other person. The Town Council is entitled to levy a charge for this service.
- 6) For more information on the Data Protection Act, the Information Commissioner's website provides useful guidance.
- 7) This policy will be monitored and reviewed by the Council's Policy and Finance Committee annually, or in response to changes in legislation.