

SOUTH DERBYSHIRE DISTRICT COUNCIL

DATA PROTECTION POLICY STATEMENT

This is a statement of Data Protection Policy adopted by South Derbyshire District Council.

South Derbyshire District Council needs to collect and use certain types of information about people with whom it deals in order to operate. These include current, past and prospective employees, housing tenants, other service users, suppliers and others with whom it communicates.

In addition it may occasionally be required by law to collect and use certain types of information of this kind to comply with the requirements of the law or other government authorities or bodies. This personal information must be dealt with properly however it is collected, recorded and used - whether on paper, in a computer or recorded on other material - and there are safeguards to ensure this in the Data Protection Act 1998.

We regard the lawful and correct treatment of personal information by South Derbyshire District Council as very important to successful operations and to maintaining confidence between those with whom we deal and ourselves. We ensure that South Derbyshire treats personal information lawfully and correctly.

To this end we fully endorse and adhere to the principles of data protection as set out in the Data Protection Act 1998.

Specifically these principles require that personal information:

- Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless certain conditions are met.
- Personal data shall be obtained only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes.
- Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
- Personal data shall be accurate and where necessary, kept up to date.
- Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or purposes.
- Personal data shall be processed in accordance with the rights of data subjects under the Act.

and that:

- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to personal data.

- Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Therefore South Derbyshire District Council will, through appropriate management, and the strict application of criteria and controls:

- Observe fully conditions regarding the collection and use of information.
- Meet its legal obligations to specify the purpose for which information is used.
- Collect and process appropriate information and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements.
- Ensure the quality of information used.
- Apply strict checks to determine the length of time information is held.
- Ensure that the rights of people about whom information is held can be fully exercised under the Act. (These include: the right to be informed that processing is being undertaken; the right of access to ones personal information; the right to prevent processing in certain circumstances; the right to correct, rectify, block or erase information which is regarded as wrong information.)
- Take appropriate technical and organisational security measures to safeguard personal information.
- Ensure that personal information is not transferred abroad without certain safeguards.

In addition, South Derbyshire District Council will ensure that:

- There is someone with specific responsibility for data protection within the organisation, the Data Protection Officer, they can be contacted through Customer.Services@south-derbys.gov.uk.
- Everyone managing and handling personal information understands that they are contractually responsible for following good data protection practice.
- Everyone managing and handling personal information is appropriately trained to do so.
- Everyone managing and handling personal information is appropriately supervised.
- Anybody wanting to make enquiries about handling personal information knows what to do.
- Queries about handling personal information are promptly and courteously dealt with.

- Methods of handling persona information are clearly described.
- A regular review and audit is made of the way that personal information is managed
- Methods of handling personal information are regularly assessed and evaluated.
- Performance with handling personal information is regularly assessed and evaluated.

Authorised by: _____
Frank McArdle, Chief Executive

Date: _____