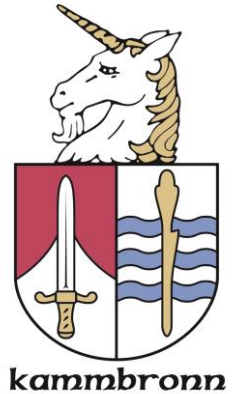


# CAMBORNE TOWN COUNCIL

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### DATA PROTECTION POLICY

#### Introduction

Camborne Town 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.

Camborne Town Council is registered with the Information Commissioner's Office under Register Entry No. Z6278598.

#### Definitions

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

'Personal data' data is data defined as relating to a living individual who can be identified from:

- i. that data; or
- ii. 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:

- i. Racial or ethnic origin;
- ii. Political opinion;
- iii. Religious or other beliefs;
- iv. Trade union membership;
- v. Physical or mental health or condition;
- vi. Sexual orientation; or
- vii. Criminal proceedings or convictions.

'Data Controller' means a person who (either alone or jointly in common with other persons) determines the purposes for which and the manner in which any personal data is, or are to be, processed.

'Processing' is very widely defined and covers almost everything: 'retaining, recording or holding.....including organisation, adaptation, or alteration, retrieval, consultation or use, disclosure by transmission, dissemination or otherwise making available, alignment, combination, blocking, erasure or destruction of the data'.

## **Data Processing**

In accordance with the Data Protection Act 1998, which came in force on 1<sup>st</sup> 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 information is:

- i. Processed fairly and lawfully;
- ii. Only processed for the purpose it was obtained;
- iii. Adequate, relevant and not excessive;
- iv. Accurate and up to date;
- v. Not kept for longer than necessary;
- vi. Processed in line with the data subject's rights;
- vii. Secure;
- viii. Not transferred to other countries without adequate protection.

Camborne Town Council will, through appropriate management, strictly apply the following criteria and controls:

- i. Fully observe conditions regarding the fair collection and use of information;
- ii. Meet its legal requirements to specify the purposes for which information is used;
- iii. Collect and process relevant information, only to the extent that it is required to fulfil operational needs or to comply with legal requirements;
- iv. Ensure the quality of information used;
- v. Apply strict checks to determine the length of time information is held;
- vi. Ensure that the rights of the people about whom information is held are able to be fully exercised under the Act;
- vii. Take appropriate technical and organisational security measures to safeguard personal information;

- viii. Ensure that personal information is not transferred abroad without suitable safeguards.

Camborne Town Council will also ensure that:

- i. There is someone with specific responsibility for Data Protection in the organisation (the person currently nominated is the Town Clerk);
- ii. Everyone managing and handling personal information fully understands that they are contractually responsible for following good practice in terms of protection;
- iii. Everyone managing and handling personal information is adequately trained to do so and appropriately supervised.

### **Rights to Access Information**

Staff, Councillors, residents, customers and other data subjects have the right to:

- i. Ask what the Council uses the information for;
- ii. Be provided with a copy of the information;
- iii. Be given details of the purposes for which the Council uses the information and any other persons or organisations to whom it is disclosed;
- iv. Receive information pertaining to the source of the data;
- v. Ask that any incorrect data is corrected.

Any person wishing to see information held about them should write to the Council, addressing the letter to the Town Clerk. Information required includes name, address, proof of identity, date of birth and any other information that will assist in finding their information. The Council will respond, by writing, within 21 days of receipt of the application.

The Council may make a charge of £10 for each official Subject Access Request under the Act.

If an individual notifies the Council that the data is incorrect and requests that it is amended, the Council must advise the individual within 21 days whether or not the amendment has been made.

### **Breach of Policy**

Compliance with the Act is the responsibility of all Councillors, residents, customers and members of staff. Any deliberate or reckless breach of policy may lead to disciplinary action and where appropriate, legal proceedings.

Any individual who believes that the Council has breached any of the requirements of the Data Protection Act 1998 should, initially, raise the matter with the Data Controller. Alternatively, a complaint can be made to the Information Commissioner's Office at the following address:

Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire,  
SK9 5AF.

The Commissioner will carry out an assessment of the Council's processing to establish compliance with the Act. Should the Information Commissioner be satisfied that the Council has breached the legislation, it is open to that Office to serve an enforcement notice requiring compliance. Failure to comply with such a notice can be a criminal offence punishable with a fine.

### **Alternative Formats**

Disability Discrimination Act 1995 – copies of this document in large print (A3 Format) or larger font size, or recorded onto tape, can be made available for those with sight impairment on request from the Council Office or by telephoning 01209 612406 or e-mailing [cambornetc@cornwall.gov.uk](mailto:cambornetc@cornwall.gov.uk)

The Council can also arrange to provide versions in other languages.

### **Freedom of Information**

In accordance with the Freedom of Information Act 2000, this document will be posted on the Council's website [www.camborne-tc.gov.uk](http://www.camborne-tc.gov.uk) and copies will be available for inspection by contacting the Town Clerk.

### **Review**

This policy will be reviewed every four years or earlier if required by changes to legislation or additional documentation. The policy will be amended as necessary based on good practice or evidence taken forward.