

GD05 - DATA PROTECTION POLICY

The Town Council and Town Clerk fully endorses and adheres to the Principles of data protection. Specifically the Principles require that personal information:

- Shall be processed fairly and lawfully and in particular shall not be processed unless specific conditions are met;
- Shall be obtained for only one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or purposes;
- Shall be adequate, relevant and not excessive in relation to the purpose for which it is processed;
- Shall be accurate and where necessary kept up to date;
- Shall not be kept for longer than is necessary for that purpose;
- Shall be processed in accordance with the rights of data subjects under the Act;
- Shall have appropriate technical and organisational measures in place to prevent unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, 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.
-

Newport Town Council and Town Clerk will therefore:

- Fully observe the conditions regarding fair collection and use of information;
- Meet its legal obligations to specify the purposes for which information is used;
- Collect and process appropriate information 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 checks to determine the length of time information is held;
- Ensure that the rights of people about whom information is held are able to be fully exercised under the Act. (These include the right to be informed that processing is being undertaken, the right of access to one's own personal information, the right to prevent processing in certain circumstances and the right to correctly rectify, block or erase information which is regarded as wrong information);
- Take appropriate technical and organisational measures to safeguard personal information;

Continued

GD05 – Data Protection Policy

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

GD05 NTC Data protection.doc Approved 28/10/2013
GD05: R1301-13/08/13: R1401 25/03/14