

Kirkby Stephen Town Council

Data Protection Policy

The Town Council is required to collect and use types of information concerning individuals who come into contact with the Council. The Town Council adheres to the Data Protection Act 1998.

Personal data will be:-

- obtained only for lawful and specific purposes
- Relevant to the purpose for collection
- Processed fairly and lawfully under the Act
- Accurate and where necessary kept up to date
- Only kept when valid
- Kept secure and only be made available for specific purposes, unless already in the public domain.

Personal data will only be kept for, and restricted to, the following:-

- To meet the requirements of employment
- For correspondence purposes

Data may be held on a computer or in printed form.

Both storage methods will be protected from unauthorised access.

This policy was accepted by the Town Council at its meeting on 201 and will be reviewed on an annual basis.

Signed.....
Chairman