

Information Security Policy

Poringland Parish Council is committed to establishing and maintaining the security and confidentiality of information held by the Parish Council. This applies to all information held by staff, councillors, volunteers and any individual/organisation under contract to the Council. All those associated with the Council including staff and councillors have a legal responsibility to maintain the confidentiality, integrity and security of data held. This includes information written or printed on paper, stored electronically, transmitted by post or electronic means, shown on films, or spoken in conversation.

Poringland Parish Council recognises its responsibility to comply with the Data Protection Act 1998, which regulates the use of personal data. In accordance with the Act, the Information Commissioner has been notified that the Council holds personal data about individuals and the following measures are taken to protect an individual's right to privacy.

- **Data is processed fairly and lawfully** – Personal information will only be collected from individuals if staff and councillors have been open and honest about why the information is required.
- **Data is processed for specific purposes only** – The information should only be used for the specific purposes disclosed.
- **Data is relevant to what it is needed for** – The information will be monitored to ensure that only the data needed is held and that it is not too much or too little.
- **Data is accurate and kept up to date** – Every effort will be made to ensure that the information held is accurate and if not it will be corrected.
- **Data is not kept longer than it is needed** – Information will be monitored on a regular basis and disposed of in a secure manner as appropriate.
- **Data is processed in accordance with the rights of individuals** – Individuals will be informed, upon request, of all the personal information held about them.
- **Data is held securely** – Only Parish Council staff can directly access the data, except in the case of personal or sensitive data (eg employment records) which can only be accessed by the Parish Clerk. Councillors will be supplied with the relevant data on request. Information cannot be accessed by members of the public.

Storing and Accessing Data

Poringland Parish Council recognises its responsibility to be open with people when taking personal details from them. Councillors and staff have a legal responsibility to be honest about why a particular piece of personal information is needed and to protect its confidentiality by not disclosing it to anyone else.

All personal information held by the Parish Council will be kept in a secure location and not available for public access. All such data stored on a computer or off site server will be password protected, with individual login credentials issued to members of staff. Passwords will be periodically changed. Personal data will be monitored on a regular basis and shredded or deleted once it has served its purpose, is not needed any more, or is out of date. Except in exceptional circumstances and as agreed by the Council, personal data will be kept for no more than three years.

The Parish Council is aware that people have the right to access any personal information that is held about them. If a person requests to see any data that is being held about them

- They will be sent all of the personal information that is being held about them;
- There will be an explanation for why it has been stored;
- There will be a list of who has seen it;
- It will be sent within 20 days.

A fee to cover photocopying and postage will be charged to the person requesting the personal information. This fee will be set out within the Data Protection and Freedom of Information Publication Scheme and reviewed from time to time.

Disclosure of Personal Information

The Parish Clerk is responsible for the safe storage of personal data. Information will be supplied to a Councillor to help them carry out their duties, upon request. They will only receive as much information as necessary. Data will not be used for political reasons unless the data subjects have consented.

Confidentiality

Poringland Parish Council must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling persona data, this must also remain confidential.

Information Security Education and Training

The Council recognises that all staff need to be aware of information security threats and concerns, and that they will be expected to support and adhere to the Councils Information Security Policy at all times. The Clerk will ensure, as part of on-going staff training and induction, that all staff are aware of their responsibilities in relation to information security.

Reporting

All staff and other users should report immediately to the Clerk or Chairman of the Council:

- Any observed or suspected security incidents where a breach of the Council's security policies has occurred;
- Any security weaknesses in, or threats to, systems or services.

Adopted February 2017

Review due February 2019