



Data Protection Policy

Adopted at the Full Council Meeting held on Thursday 18th May 2023

The Data Protection Act 1998 regulates the keeping and use of personal data regarding living individuals. It incorporates obtaining, holding, using and disclosing such information and applies to both manual and electronic records.

Northiam Parish Council will hold only the minimum personal information that it needs in order to carry out its functions.

The Council regards the lawful and correct treatment of personal data as vital to maintaining the confidence of those with whom it deals.

The Council will comply with the eight data protection Principles.

Personal data will be:

- Fairly and Lawfully processed; Processed for limited purposes; Adequate, relevant and not excessive; Accurate and up-to-date; Not kept for longer than is necessary; Processed in line with the data subject's rights; Secure; Only transferred to other countries with adequate protection.

Disclosure of Information

Personal information cannot be released to anyone else without your consent or knowledge. There are, however, certain circumstances when a third party can request information about you and we would be obliged to give it. For example:

- When the disclosure is for the purposes of preventing or detecting crime and to obtain your consent first would be likely to prejudice those purposes.
- Where the disclosure is required by law or by a court order.

Data Subject Access Requests

The Act gives individuals the right to find out what information Northiam Parish Council holds about him or her. This, with certain exemptions, is known as "The Right of Subject Access". To request a copy of any information held concerning you, please make the request in writing, to the address below, providing proof of your identity and current address. An acknowledgement of your request will be sent within 7 working days of receipt of your request, with a complete reply sent within 20 working days.

Address to send your request to:

Data Protection Officer
Northiam Parish Council
Parish Office
Main Street
Northiam, Rye
TN31 6LP

Document History			
Version	Issued	Reviewed	Approved
Draft			
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