

Queensferry Community Council

Data Protection Policy

This council recognises its responsibility to comply with the Data Protection Act 1998. The act and regulation regulate the use of personal data, this does not have to be sensitive data, it can be just a name and address.

The Act sets out high standards for the handling of personal information and protecting for the privacy of individuals. It also, regulates how information can be collected, handled, and used. The Data Protection Act applies to anyone holding information about people, both computerised or paper hard copy.

When dealing with personal data, each Councillor and the Clerk should always ensure that:

- Personal information is treated in a confidential manner in accordance with this and any other associated policies.
- The rights of data subjects are respected at all times.
- Privacy notices will be made available to inform individuals how their data is being processed.
- Personal information is only used for the stated purpose, unless explicit consent has been given by the Data Subject to use their information for a different purpose.
- Personal information is only disclosed on a strict need to know basis, to recipients who are entitled to that information.
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- Personal information held within applications, systems, personal or shared drives is only accessed in order to carry out work responsibilities.
- Personal information is recorded accurately and kept up to date.
- Suppliers, Contractors and Volunteers must also show compliance to the Act.

Complaints – If any person(s) a complaint about the handling of their personal data they should bring it to the attention of the Council Clerk, if not satisfied with her response they should seek advice from The Information Commissioner's Office, who would investigate further.