

Kingston Parish Council

www.kingston-pc.org.uk

Information Security Policy Statement

Kingston Parish Council is committed to maintaining and improving information security within the council and minimising its exposure to risks.

Data Protection Act 1998

The Act sets out eight enforceable principles of good practice, which say that:

1. Personal data shall be processed fairly and lawfully.
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under this Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. 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.

Kingston Parish Council fully supports these core principles.

The Data Protection Act 1998 requires every data controller (e.g. organisation) who is processing personal information to register with the Information Commissioner's Office (ICO). Kingston Parish Council is registered as a Data Controller Reg No: Z1997061

Reviewed & Adopted by: Kingston Parish Council	Meetings Date: 10 May 2017 Minute item: 15	Review Date: May 2018	Clerk: JP
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