



CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

Data Protection Policy

The Town Council is fully committed to compliance with the requirements of the Data Protection Act 1998.

The Town Council will therefore follow procedures which aim to ensure that all employees, volunteers, elected members, contractors, agents, consultants and any other persons who have access to any personal data held by or on behalf of the CPC, are fully aware of and abide by their duties under the Data Protection Act 1998.

In order to operate efficiently, Cambourne Town Council has to collect and use information about people with whom it works. These may include members of the public, current, past and prospective, employees, volunteers, suppliers, Trustees and Committee members. In addition, it may be required by law to collect and use information in order to comply with the requirements of local and central government.

The personal information must be handled and dealt with properly, however it is collected, recorded and used, and whether it be on paper, in computer records or recorded by any other means, and there are safeguards within the Act to ensure this.

Cambourne Town Council regards the lawful and correct treatment of personal information as very important to its successful operations and to maintaining confidence between its users and those whom it carries out business. The Town Council will ensure that it treats personal information lawfully and correctly.

To this end the Town Council fully endorses and adheres to the principals of Data Protection as set out in the Data Protection Act 1998.

Data protection principles:

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless –
 - (a) at least one of the conditions in Schedule 2 is met, and
 - (b) in the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.
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.