

# **COSBY PARISH COUNCIL**

## **GUIDANCE ON DATA PROTECTION ACT 1998**

The Data Protection Act sets rules for the processing of personal information which apply to paper records as well as those held on computer databases.

Cosby Parish Council requests that these rules are respected in relation to any personal information that is kept which is for the purpose of the Parish Council and/or is kept for the purpose of elections.

The Act gives certain rights and it says that those who record and use personal information must be open about how the information is used and they must follow the principles of good information handling.

The rules demand :

- That personal data must be fairly and lawfully processed
- That it must be processed for limited purposes
- That it must be adequate, relevant and not excessive
- It must be accurate and not kept for longer than is necessary
- It must be processed in line with your rights
- It must be secure and not transferred without adequate protection.
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**Adopted by Cosby Parish Council : 27th April 2017**

**Next review date : April 2018**