****

**OAKHAM TOWN COUNCIL**

**DATA PROTECTION POLICY & PROCEDURE**

**Amended by the Council**

**February 2017**

OAKHAM TOWN COUNCIL

DATA PROTECTION POLICY & PROCEDURE

The current Data Protection Act 1998 and subsequent amendments, govern the way in which personal information and data concerning you is held and processed. The following are the principles that the Council operates under:

1. Personal data should be processed fairly and lawfully.
2. Personal data shall be obtained only for one or more specific and lawful purposes, and shall not be processed in any manner incompatible with those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data shall not be kept for longer than is necessary.
6. Personal data shall be processed in accordance with the individual’s rights under the Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction or damage to personal data.
8. Personal data shall not be transferred to a country or territory outside of the European Economic Community Area unless that country or territory ensures adequate levels of protection for the rights and freedom of individuals in relation to the processing of their personal data.

In order to administer the Council’s business, we will use and process personal information relating to you which we have obtained during the course of your involvement or any other legitimate relationship with the Council. Such information includes:

1. Employment history
2. Academic history
3. Personal circumstances.
4. Qualifications.
5. Sickness record.
6. Medical records.
7. Accident records.
8. Attendance records.
9. Convictions.
10. Performance appraisals.
11. Disciplinary records.
12. Ethnic or racial origins.
13. Salary and income.
14. Benefits.

In most cases you will have provided this information. In other the information may have been provided by third parties. The personal data is held in a confidential manner and we will only disclose it to others where there is a need to do so; e.g. income data to HMRC.

No sensitive personal data will be released to a third party without your written consent.

It is important that the data we hold is accurate. You are required to inform the Council if you believe that your personal data is inaccurate, untrue or you are dissatisfied with it.

Under current legislation you are entitled to have access to certain personal data. If you require access you should contact the Council directly. Requests need to be in writing and specify what information is required. An administration fee of £10 will be charged for the provision of the information.