

DARTFORD

BOROUGH COUNCIL

DATA PROTECTION POLICY

1. This is a statement of the Data Protection Policy of Dartford Borough Council (the Council).
2. The Council needs to collect personal information about people with whom it deals in order to carry out its business and provide its services. Such people include customers, employees (present, past and prospective), suppliers and other business contacts. Examples of personal information include name, address, date of birth, e-mail address, etc. In addition, the Council may occasionally be required to collect and use certain types of personal information to comply with the requirements of the law. No matter how it is collected, recorded and used (e.g. on a computer or on paper) this personal information must be dealt with properly to ensure compliance with the Data Protection Act 1998 (the 1998 Act).
3. The lawful and proper treatment of personal information by the Council is extremely important to the success of its business and in order to maintain the confidence of its employees and customers. The Council ensures that it treats personal information lawfully and correctly.
4. The Council supports fully and complies with the eight principles of the 1998 Act which are summarised below:
 - (1) Data shall be processed fairly and lawfully.
 - (2) Data shall be obtained/processed for specific lawful purposes.
 - (3) Data held must be adequate, relevant and not excessive.
 - (4) Data must be accurate and kept up to date.
 - (5) Data shall not be kept for longer than necessary.
 - (6) Data shall be processed in accordance with rights of data subjects.
 - (7) Data must be kept secure.
 - (8) Data shall not be transferred outside the EEA unless there is adequate protection.
5. All employees will, through appropriate training and responsible management:
 - observe all forms of guidance, codes of practice and procedures about the collection and use of personal information;
 - understand fully the purposes for which they use personal information;

- collect and process appropriate information, and only in accordance with the purposes for which it is to be used by the Council to meet its business needs or legal requirements;
- ensure the information is correctly input into the Council's systems;
- ensure the information is destroyed (in accordance with the provisions of the 1998 Act) when it is no longer required;
- on receipt of a request from an individual for information held about them by or on behalf of the Council immediately notify their line manager and if necessary, the Data Protection Officer (the Head of Legal Services);
- not send any personal information outside of the United Kingdom without the authority of the Data Protection Officer.

6. The Council will:

- ensure that there is always one person with overall responsibility for data protection. Currently this person is the Head of Legal Services who is contactable on 01322 343634 should you have any questions about data protection;
- provide training for all staff members who handle personal information;
- provide clear lines of report and supervision for compliance with data protection;
- carry out regular checks to monitor and assess new processing of personal data and to ensure the Council's notification to the Information Commissioner is updated to take account of any changes in processing of personal data.

Authorised by
MANAGING DIRECTOR

Date [adopted by the Cabinet 26.07.01]