



LOGGERHEADS PARISH COUNCIL

**Loggerheads Parish Council Room
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Data Protection Policy

Loggerheads Parish Council is fully committed to compliance with the requirements of the Data Protection Act 1998 which came into force on 1 march 2000.

The parish council will therefore follow procedures which aim to ensure that all employees and elected members, who have access to any personal data held by or on behalf of the council, are fully aware of and abide by their duties under the Data Protection Act 1998.

Statement of Policy

In order to operate resourcefully, Loggerheads Parish Council may have to collect and use information about people; these may include members of the public, clients, customers, employees past and present and suppliers. In addition it may be required by law to collect and use information in order to comply with the requirements of central government.

This personal information must be handled and dealt with correctly, however, it is collected, recorded and used, and whether it be on paper, electronically or recorded by other means, and there are safeguards within the Act to make certain this.

Loggerheads Parish Council regards the lawful and correct treatment of personal information as very important to its successful operation and to maintaining confidence between the council and those with whom it carries out business. The council will ensure that it treats all personal information lawfully and accurately.