

Marlesford Parish Council - Information Protection Policy

1 Purpose

- 1.1 Information is an asset that Marlesford Parish Council has a duty and responsibility to protect.
- 1.2 The purpose and objective of this Information Protection Policy is to specify the means of information handling and transfer within the Council.

2 Scope

- 2.1 The Information Protection Policy applies to all Councillors, Committees, Employees of the Council, contractual third parties and agents of the Council who have access to Information Systems or information used for Marlesford Parish Council purposes.
- 2.2 Information takes many forms and includes:
 - hard copy data printed or written on paper
 - data stored electronically
 - communications sent by post / courier or using electronic means
 - stored tape or video
 - speech

3 Information Storage

- 3.1 All electronic information including databases will be stored on centralised facilities to allow regular backups to take place.
- 3.2 Information will not be held that breaches the Data Protection Act (2018) or formal notification and guidance issued by Marlesford Parish Council. All personal identifiable information will be used in accordance with the GDPR regulation as follows
 - With the consent of the person
 - Necessary in the performance of a contract
 - Necessary for compliance with a legal obligation
 - Necessary to protect the vital interest of the person or others
 - Necessary for the public interest
 - For the purpose of legitimate use of the council
- 3.3 Records management and retention policy will be followed.
- 3.4 Staff should not be allowed to access information until councillors are satisfied they agree and understand the legislated responsibilities for the information they will be handling.
- 3.5 The use, or planned use of the personal information will be defined and reviewed in the Council's Data Protection Assessment.
- 3.6 Files which are listed by Marlesford Parish Council as a potential security risk should not be stored on a network, except for in designated application storage areas. To facilitate this Marlesford Parish Council will implement an electronic File security solution.

4 Disclosure of Information - Computer and Paper Based

- 4.1 The disclosure of personal information to other than authorised personnel is forbidden. If there is suspicion of a Member or employee treating confidential Council information in a way that could be

- harmful to the Council or to the data subject, then it is to be reported to the Data Control Officer (Clerk) who will take appropriate action.
- 4.2 Do not remove printed information from premises without the express consent of the information owner. Consent will only be given in exceptional circumstances
 - 4.3 Protectively marked, personal or sensitive documents are not to be left unattended and, when not in use, are to be locked away and accessed only by authorised persons.
 - 4.4 Waste computer printed output and other media must be disposed of by shredding or wiped clean.
 - 4.5 Distribution of information should be via the most secure method available.

5 Disclosure of Information – Telephone and Email

Where this involves the exchange of sensitive information then the following procedures will be applied

- 5.1 Telephone calls
 - 5.1.1 Verify the identification of members before disclosing information. If in doubt, return their call using a known telephone number.
 - 5.1.2 For external callers, verify their identity and their need to know the requested information.
 - 5.1.3 Telephone them back before releasing information and ask the caller to provide evidence of their identity.
 - 5.1.4 Ensure that you are authorised to disclose the information requested.
 - 5.1.5 Ensure that the person is entitled to be given this information.
 - 5.1.6 Ensure that the information you give is accurate and factual.
- 5.2 Emails
 - 5.2.1 Email should not be used for sending personal or sensitive information unless technical measures are in place to keep the message secure.
 - 5.2.2 The sender should be satisfied of the identity of the recipient, if in doubt the email should not be sent and alternative methods should be used.
 - 5.2.3 No identifiable personal information should be included when sending on emails.
 - 5.2.4 The recipient of Marlesford Parish Council emails are prohibited from being forwarded, copied or blind copied to any third party within or outside of the Council.
 - 5.2.5 Any Councillor email contact with a member of the public shall be directed for the attention of the Parish Clerk.

6 Sharing of Personal Information

- 6.1 Information relating to individuals shall not be shared with other authorities without the agreement of the Data Control Officer.
- 6.2 Staff should be aware of their responsibilities to be able to justify the sharing of information and to be able to maintain security when transferring information in person, by email, phone or post.

Adopted by the Parish Council at a meeting on: 2nd November 2018

Signed

Signed

Lord Marlesford Chair

Melanie Thurston Clerk