

Information Protection Policy

3 Information Storage

- 3.1 All electronic information 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 (1998) or formal notification and guidance issued by Whatlington Parish Council. All personal identifiable information will be used in accordance with the Caldicott Principles.
- 3.3 Records management and retention policy will be followed.
- 3.4 Databases holding personal information will have a defined security and system management policy for the records and documentation.
- 3.5 This documentation will include a clear statement as to the use, or planned use of the personal information, which is cross-referenced to the Data Protection Notification.
- 3.6 Files which are listed by Whatlington Parish Council as a potential security risk should not be stored on the network, except for in designated application storage areas. To facilitate this Whatlington 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 Disposal methods for waste computer printed output and other media must be in accordance with Whatlington Parish Councils disposal policy.
- 4.5 Distribution of information should be via the most secure method available.

5 Disclosure of Information – Telephone, Fax and E-mail

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