



## DOVER TOWN COUNCIL

### DATA PROTECTION POLICY

JULY 2013

*(Adopted at the Town Council Meeting held 25 September 2013, Min No: 162B)*

The Data protection Act 1998 regulates the keeping and use of personal data regarding living individuals. It covers obtaining, holding, using and disclosing such information and applies to both electronic and manual records.

Dover Town Council will hold only the minimum personal information that it needs in order to carry out its functions.

The Council regard the lawful and correct treatment of personal data as vital to maintaining the confidence of those with whom it deals.

The Council will comply with the eight data protection Principles.

Personal data will be:

- Fairly & Lawfully processed; Processed for limited purposes; Adequate, relevant and not excessive; Accurate and up-to-date; Not kept for longer than is necessary; Processed in line with the data subjects rights; Secure; Only transferred to other countries with adequate protection.

### **Disclosure of Information**

Personal information cannot be released to anyone else without your consent or knowledge. There are, however, certain circumstances when a third party can request information about you and we would be obliged to give it. For Example:

- When the disclosure is for the purposes of preventing or detecting crime and to obtain your consent first would be likely to prejudice those purposes;
- Where the disclosure is required by law or by a court order.

## **Data Subject Access Requests**

The Act gives individuals the right to find out what information Dover Town Council holds about him or her. This, with certain exemptions, is known as “The Right of Subject Access”. To request a copy of any information held concerning you, please make the request in writing, to the address below, providing proof of your identity and current address. An acknowledgement of your request will be sent within 7 working days of receipt of your request, with a complete reply sent within 20 working days.

### **Address to send your request to:**

Data Protection Officer  
Dover Town Council  
Maison Dieu House  
Biggin Street  
DOVER  
Kent CT16 1DW