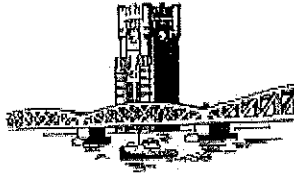


SHOTTON TOWN COUNCIL
CYNGOR DREF



SHOTTON TOWN COUNCIL

DATA PROTECTION POLICY

STATEMENT OF INTENT

The Council is required to collect and use certain types of information concerning individuals who come into contact with the Council.

The purpose of the policy is to ensure the confidentially lawful and correct treatment of personal data. To this end, the Council fully endorses and adheres to the principles of data protection as detailed in the Data Protection Act 1998 and any subsequent amendments.

Personal data will be

- Obtained only for lawful and specific purpose(s)
- Relevant to ensure the purpose for collection
- Processed fairly and lawfully under the Act
- Accurate and where necessary kept up to date
- Only kept for a valid duration
- Kept secure and only be made available for the specific purpose(s) unless already in the public domain
- Held and only used within the European economic Area

Personal data will only be kept for, and restricted to the following:

- To meet the requirements of employment
- If necessary for leases associated with the Council owned properties for correspondence purposes

Data may be held within the computer databases or in printed form. Both storage methods will be protected from unauthorised access.

SHOTTON TOWN COUNCIL

INFORMATION SECURITY POLICY

STATEMENT OF INTENT

The purpose of the policy is to ensure the confidentiality, integrity and availability of information is maintained by implementing best practice to minimise risk.

A handwritten signature in black ink, consisting of a large, stylized 'C' followed by a series of loops and a final horizontal stroke.

Information exists in many forms including:

- Printed or written on paper
- Stored electronically
- Published on the internet
- Transmitted by post or electronically
- Conversational and voice recorded

Information Security requires the adherence to the Data Protection policies of the Council.

Information Security is primarily vested in the staff employed in the Council's Office. However, individual Councillors are also required to meet the objectives of these policies as well as those contained within the Standing Orders and Code of Conduct.

Where sensitive information is provided, all recipients are expected to respect the nature of such information and afford it the appropriate level of security. Such security will include the prevention of access by unauthorised personnel.

Nothing within this policy, or those for Data Protection, will detract from the basic principles of the Freedom of Information Act.

A handwritten signature in black ink, consisting of a stylized, cursive 'E' or similar character, followed by a horizontal line.