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# WINKLEIGH PARISH COUNCIL INFORMATION PROTECTION POLICY

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Effective 25<sup>th</sup> MAY 2018



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This procedure is a document that sets out Winkleigh Parish Councils approved and agreed practices. Any deviation must be by resolution of the full Council.

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<b>Lead author(s):</b>	Melanie Bickell		
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## 1 Purpose

- 1.1 Information is a major asset that Winkleigh 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 Winkleigh 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 Information will not be held that breaches the **Data Protection Regulations 2018** or formal notification and guidance issued by Winkleigh Parish Council. All personal identifiable information will be used in accordance with the Caldicott Principles.
- 3.2 Records management and information retention policy will be followed.
- 3.3 Databases holding personal information will have a defined security and system management policy for the records and documentation.
- 3.4 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.

## 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 Winkleigh Parish Councils document 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.

## 6 Telephone calls:

- 6.1 Verify the identification of members before disclosing information. If in doubt, return their call using a known telephone number.
- 6.2 Ensure that you are authorised to disclose the information requested.
- 6.3 Ensure that the person is entitled to be given this information.
- 6.4 Ensure that the information you give is accurate and factual.

## 7 Fax transmissions:

- 7.1 Fax should not be used to transmit personal or sensitive information.

## 8 Disclosure of information by email:

- 8.1 Personal or sensitive information is at risk, the email will be delivered through the public network and the message may be left at several locations on its journey and could be deliberately intercepted.
- 8.3 Email should not be used for sending personal or sensitive information unless in accordance with WPC Policies
- 8.4 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. Councillors and employees are encouraged not to use the auto-infill of addresses in the address field of emails to avoid mistakes.

- 8.5 No identifiable personal information should be included when sending on emails unless permission is given
- 8.6 All Winkleigh Parish Council emails will carry a disclaimer

## 9 Sharing of Personal Information

- 9.1 Information relating to individuals shall not be shared with other authorities without the agreement of the Data Control Officer.
- 9.2 Councillors and 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.