

## **HADDENHAM PARISH COUNCIL**

### **DATA PROTECTION POLICY**

Haddenham Parish Council is aware of the legal requirement to protect all personal data held in its possession. This document sets out the framework within which the Council acts in furtherance of its legal compliance.

The Council recognises that, under the law, it is the “Controller” of the data which it holds, and the Clerk/Assistant Clerk are the “Processors” of that data.

### **POLICY**

It is the policy of Haddenham Parish Council to act at all times within the constraints of the law pertaining to data protection.

This shall be achieved by following the procedures and practices of the Council’s Information Security Management System (ISMS).

The Council shall appoint a suitably qualified Data Protection Officer via the offices of Cambridgeshire and Peterborough Association of Local Councils (CAPALC), who shall undertake this function on its behalf.

The Council shall adopt appropriate technical and organisational measures in order to ensure compliance. Data protection shall be a part of the Council’s everyday working practice.

**Approved and adopted at Full Council meeting on Wednesday 9<sup>th</sup> May 2018. Minutes FC 05/2018 Item 25c.**