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## DATA PROTECTION POLICY

The Data Protection Act requires all organisations which handle personal information to comply with a number of important principles regarding privacy and disclosure. The Act states that anyone who processes personal information must comply with eight principles, which make sure that personal information is:

- Fairly and 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 your rights
- Secure
- Not transferred to other countries with out adequate protection

The Act also allows people to find out what personal information is held about them by making a subject access request. This covers information held electronically and in some paper records, and includes credit reference details.

If members of the public think they are being prevented from seeing information they are entitled to, they can ask for help from the Information Commissioner's office, responsible for looking after people's rights to make sure personal information is not misused.

All organisations must make sure that they comply with the Data Protection Act.

The Data Protection Officer at Huntingdon Town Council is the Town Clerk.

Prepared: September 2008