

Boyton Data Protection, Information and Security policy

It is important for Councillors and members of the public to receive accurate and current information. It is also important that information and data that falls within the scope of the Data Protection Act (1998) is correctly and securely maintained and accords to the Principles of the Act. The council - acting as custodians of personal data - recognises its moral duty to ensure that all such data is handled properly and confidentially at all times, irrespective of whether it is held on paper or by electronic means. This covers the whole lifecycle, including the obtaining of personal data, storage and security, use and its disposal.

Policy

The recording, collecting, management and maintenance of current and accurate Information and data is the responsibility of the Parish Clerk in order that the Parish Council can effectively conduct its business and represent the interests of the Parish.

This extends to paper based or 'physical' information as well as electronic information and data. This responsibility extends to compliance with the Data Protection Act and with the Freedom of Information Act.

Boyton Parish Council must ensure that the public have clear access to its proceedings and the facility to represent their views. Meetings must be advertised both to the public and to Councillors through website as well as circulation methods and notice board.

Accurate and current data on Councillors must be held.

Delegation of minute taking

In the event of the Parish Clerk not being able to attend a meeting, the Chair will delegate the responsibility to another responsible person but those minutes and reports must be forwarded to the Parish Clerk as soon as possible after the meeting and no more than 2 weeks after the meeting so that minutes and reports can be published no later than 3 weeks after the meeting.

This is to ensure that accurate records are maintained of meetings.

Media

To ensure that proceedings can reach the widest possible number of people in the Parish whether they are working within the Parish or not.

- The minutes and notices shall be kept in both paper and electronic versions.
- Councillors and others who table reports at meetings will be encouraged to provide both electronic as well as paper based copies.

Format

To ensure that proceedings can reach the widest possible number of people in the Parish and be largely secure from tampering and therefore misrepresentation:-

- Documents for web site downloads will be largely in PDF format or other locked formats to help in the accurate and accessible display of information
- Electronic versions must be in a format compatible with the 'doc,' format.

Security and fire protection

To ensure the security of information and data: -

- Physical Information will be kept safely locked.
- Electronic Information and data will be kept on computers with password protection.
- Data will also be backed up and stored either on remote drives or on CD that are physically separate from the computer and if fire protection is provided shall be kept in that place or on cloud based system.

Security from virus infection

Electronic data and the computer will be kept secure through a regularly updated virus protection system.

Security of physical information

Physical Information will be regularly archived with the County Record Office.

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Accuracy of electronic information

Information uploaded to a web master must be checked within 24 hours on the web site to ensure the accuracy and completeness of the information.

Accuracy of minutes & reports

The Parish Clerk shall forward draft minutes or reports to the Chair for checking within two weeks of a public meeting to ensure accuracy of information and actions.

Collecting of information

All personal information will be achieved fairly so that the data subject is clearly aware of the purposes of such information. This will be achieved by statements on any request for information and model release forms for images.

Holding of information

- Information posted on the Parish Council website is held separately from data and information held for the purposes of conducting the day-to-day business of the Council.
- Access to the Parish Council website for making any changes is password protected. Only the Clerk and SALC have access to the web site for uploading information and maintaining the system and design of the web site.
- The Parish Clerk is responsible for recovery, transmission or despatch of public documents held by the Parish Council that maybe requested under the Freedom of Information Act (2000).

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Information to be published	How the information can be obtained	Cost
Class 1- Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Website and noticeboard	Nil
Contact details for Parish Clerk and Council members	Website and noticeboard	Nil
Class 2 – What we spend and how we spend it (Financial information relating to projected, actual income and expenditure)		
Annual return form and report by auditor	Hard copy pdf embedded in minutes on website	Nil
Finalised budget	Hard copy pdf embedded in minutes on website	Nil
Precept	Hard copy	Nil
Financial Standing Orders and Regulations	Hard copy and website	Nil
Grants given and received	Hard copy and website	Nil
Members' allowances and expenses	Hard copy and website	Nil
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits and reviews)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy/website	Nil
Audit	Hard copy and website embedded in minutes	Nil
Class 4 – How we make decisions		
Timetable of meetings (Council, any committee/sub-committee meetings)	Website and hard copy and noticeboard	Nil
Agendas of meetings (as above)	Website, hard copy and noticeboard	Nil
Minutes of meetings (as above) excluding private/confidential information	Website and Hard copy	Nil
Reports presented to council meetings – excluding private/confidential information	Website embedded in agendas and minutes	Nil
Responses to consultation papers	Hard copy	Nil
Responses to planning applications	Hard copy and website	Nil
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee and working groups terms of reference	Hard copy and website	Nil
Code of Conduct	Hard copy and website	Nil
Policy statements including: Data protection and Information security Grants Policy	Hard copy and website	Nil
Class 6 – Lists and Registers (Any publicly available register or list)		
Register of councillors interests	SCDC website	Nil
Gritters volunteer list	Hard copy	Nil
Class 7 – The services we offer (Information about the services we offer, including leaflets and guidance)		
Not applicable		N/A