NORMANDY PARISH COUNCIL

DATA PROTECTION POLICY

Introduction

For the purpose of this document "Normandy Parish Council" is referred to as "The Council".

The Council is required to comply with the Data Protection Act which affects the operation of the Council in two main areas:

1) The storage and availability of electronic data relating to Council meetings, decisions, contracts and communications, both incoming and outgoing, on the Council's behalf. Such data may be recorded in paper format.
2) The storage, availability and access to CCTV content from cameras owned and operated by the Council.

1.1 It is the Council's policy that data will only be retained for as long as is necessary for operational and /or legal requirements.

1.2 All data storage devices retaining records as listed in items 1 and 2 of the Introduction are to be maintained in a secure location(s) either on Council controlled premises or other suitable premises with access available to personnel approved by the Council.

1.3 All electronically stored data is to be p[password protected with such password access restricted to individuals approved by the Council for access to this particular information. A list of all such access passwords is to be maintained by the Parish Clerk and an updated copy is to be in the possession of the Chair person.

Council Operational Records

2.1 All official Council proceedings, documentation and communications which are recorded on computer are top b e backed up to an electronic device at least weekly. This will ensure that any accidental loss of data due to computer damage or loss will be minimised. The backed up data may be held on disc, memory stick, or solid state recording device.

2.2 The back up storage device is to be retained in a fire resistant container located in secure premises as outlined in 1.2 above.

CCCTV Cameras

3.1 The siting of cameras is to be such that the protected premises are covered without violating the privacy of premises in the vicinity.

3.2 The CCTV system having been determined to be a “Public” system is to be registered with the Surrey Police. The details of the registration is to be updated whenever modifications or replacement hardware, software or variation in the number of cameras employed are made. The registration is to be the responsibility of the Parish Clerk or a delegated Councillor acting on behalf of the Council.

3.3 Access to the information from the cameras, both live and recorded, is to be limited to an agreed list of persons approved by a full the Council meeting, having received “£Safety Clearance” from the Surrey Police. All persons who are to be granted access are to receive such clearance prior to observing the data.

3.4 A log is to be maintained, by the Parish Clerk, which will record the following information complete with date and times:

- Any period in which the cameras are adjusted for area viewed.
- Any period in which the cameras are out of service for maintenance or due to failure.
- Any downloads of recorded data taken and to whoa this information has been passed.
- All such operations are to be carried out or authorised by a person with Council approval for access.
- Each such entry is to be signed.
- Where the recording apparatus has the capacity for recording such information internally this will be an acceptable alternative record for such data.
- The written log is to be sorted with the recording hardware.

3.5 A list of persons approved for access will be maintained by the Parish Clerk.

3.6 The release of CCTV records to persons or organisations outside the list of approved recipients is to be approved by the Council, or this being impractical, the Chair person and the Clerk.

3.7 Should remote access to the stored record by installed, persons with such external computer access are to be determined and approved by a meeting of the full Council and such access must meet the conditions in section 1.1(2) and 1.1(3).

3.8 Training in the use of the system, as is required for security clearance, is to be provided for persons with access to the system and its data.