

Policy

Surrey County Council - Data Protection Policy: Our data protection policy sets out our commitment to protecting personal data and how we implement that commitment with regards to the handling of personal data.

Service:

Legal and Democratic Services

1. Policy

- 1.1. Surrey County Council will comply with the requirements of the Data Protection Act 1998, the Freedom of Information Act 2000 and the Environmental Information Regulations 2004. In particular, we will:
 - 1.1.1. meet our legal obligations as laid down by the Data Protection Act 1998
 - 1.1.2. ensure that we comply with the eight data protection principles, as listed below
 - 1.1.3. ensure that data is collected and used fairly and lawfully
 - 1.1.4. process personal data only in order to meet our operational needs or fulfil legal requirement
 - 1.1.5. take steps to ensure that personal data is up to date and accurate
 - 1.1.6. establish appropriate retention periods for personal data
 - 1.1.7. ensure that data subjects' rights can be appropriately exercised and respond to requests for information within the statutory timescales
 - 1.1.8. provide adequate security measures to protect personal data.

2. Implementation

- 2.1. To enable our staff to comply with the policy, Surrey County Council will:
 - 2.1.1. provide adequate and appropriate training and guidance to all staff and members; and
 - 2.1.2. monitor application of guidance; and
 - 2.1.3. revise guidance and training as appropriate

2.2. The Head of Legal Services will have lead responsibility for ensuring that the policy is made known to all and will liaise with heads of services, the information access officers and data protection officers in defining how responsibilities for compliance should be assigned.

3. *Retention and Review*

3.1. This policy will be reviewed in no more than three years.

4. Data Protection Principles

1. Personal data shall be processed fairly and lawfully
2. Personal data shall be obtained for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date
5. Personal data processed for any purposed or purposes shall not be kept for longer than is necessary for that purpose or those purposes
6. Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act
7. Appropriate technical and organisational measures shall be taken against unauthorised and unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.