

# **WEST BLETCHLEY COUNCIL**

## **DATA PROTECTION POLICY STATEMENT**

West Bletchley Council is committed to processing personal information in accordance with the Data Protection Act 1998. We will ensure that our staff and those acting on our behalf obtain, use and disclose personal information lawfully and correctly.

In particular we will ensure that personal information is:

- Processed fairly and lawfully.
- Processed only for specified and lawful purposes.
- Adequate, relevant and not excessive.
- Accurate and up to date.
- Not kept longer than is necessary.
- Processed in accordance with the rights of the owners of the information.
- Kept secure.
- Transferred outside the European Economic Area only with the Council's consent and if there is adequate protection.

March 2011  
(Reviewed June 2017)