

WEST BLETCHLEY COUNCIL

DATA PROTECTION POLICY STATEMENT

West Bletchley Council is committed to processing personal information in accordance with the Data Protection Act 2018 & **General Data Protection Regulations 2018**. 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.

To further explain why we may hold and how we use your personal data, please refer to our Privacy Notice published on our website

www.westbletchleycouncil.gov.uk

March 2011
(Reviewed September 2018)