

# Data Protection

The Data Protection Act 1998 (DPA) was put in place to help protect people's personal data. It aims to ensure that people know where their data is held, what it is used for and who it is shared with. It also makes sure that an organisation treats people's data correctly and has systems in place for managing the information.

The DPA is a law that was introduced in order to comply with the European Directive 1995 and replaces the Data Protection Act 1984. It also amends or partially repeals other statutes.

The new act is the legal framework within which all organisations who are controllers of personal data must operate. It covers all data held about an individual (data subject) in both manual and computerised files.

Personal data is any information about an individual from which the individual can be identified, i.e. name, address, date of birth, photograph, video image, payroll number, etc, personal information also includes any written opinions about the individual.

## **How to make a request for personal information**

If you wish to make a request for personal information, you will need to do so in writing, by post, to the Clerk of the Parish Council, see contact details below. Please provide a clear description of the information you require and proof of identity (photocopies of driving licence, passport or birth certificate).

If you are requesting information on behalf of someone else, please provide written authorisation from them allowing you to do this.

If you need advice or assistance in making a request, please contact us.

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