



**ST AGNES
LONGSIGHT**

DATA PROTECTION ACT 1998

PARISH POLICY

The Parish of St Agnes has produced these guidelines to ensure that all records and information kept by the Parish and its various officers and committees complies with the guidelines of the Act. June 2006.

GUIDELINES & PRINCIPLES

As most parishes collect personal information they are subject to the Data Protection Act 1998. Not-for-profit organisations are not required to notify the Information Commissioner of the personal data they are processing unless they wish to. There is an annual fee.

However, whether the parish chooses to notify the Information Commissioner or not it is still subject to the eight data protection principles and must manage all personal data against these principles.

The Data Protection Act 1998 (the DPA) aims to promote high standards in the handling of personal information and so protect the individual's right to privacy. The DPA applies to firms and charities (including churches) holding information about living individuals in electronic format and, in some cases, on paper. They must follow the eight data protection principles of good information handling. These say that personal information must be:

- fairly and lawfully processed;
- processed for specified purposes;
- adequate, relevant and not excessive;
- accurate and, where necessary, kept up to date;
- not kept for longer than is necessary;
- processed in line with the rights of the individual;
- kept secure; and
- not transferred to countries outside the European Economic Area unless the information is adequately protected.