Information and data security

In your role of elected Member, you will be required to keep information securely concerning your constituents’ case work which you are carrying out on their behalf.

You will be each registered individually as Data Controllers with the Information Commissioner’s Office. This means you need to arrange for appropriate security to protect personal information that you might deal with in your role. You will need to take into account the nature of the information and the harm that can result if it is disclosed or used inappropriately.

As a data controller, your duties apply throughout the period when you are processing personal data, as do the rights of individuals in respect of that personal data. Members who hold data must comply with the data protection duties from the moment they obtain the data until the time when the data has been returned, deleted or destroyed. Your duties extend to the way you dispose of personal data when you no longer need to keep it – you must dispose of the data securely and in a way which does not prejudice the interests of the individuals concerned.

Members will, in the course of their duties, acquire confidential documentation at home – for example, case work in hard-copy - that may contain personal or sensitive information. It is imperative that if you hold any of this type of information that it is kept securely and then disposed of appropriately when it is no longer needed (and not in your normal recycling / waste collection).

There is ample provision at the Town Hall for disposal of confidential waste. If you encounter difficulties, then please contact the relevant officers for advice.

Maintaining strong data protection and security practices is a vital part of your Member role. All Members will be aware of the ever-increasing focus on this and the pitfalls of not adhering to guidance and established processes. To this end a specific training session will take place on Monday 11th June and all Members are requested to attend.