

## **Wicklow County Council Data Protection Policy:**

### **Introduction:**

Data Protection is the safeguarding of the privacy rights of individuals in relation to the processing of personal data, in both paper and electronic format. The Data Protection Acts lay down strict rules about the way in which personal data is collected, accessed, used and disclosed. The Data Protection Acts also permit individuals to access their personal data on request, and confer on individuals the right to have their personal data rectified/erased, as appropriate, if found to be incorrect.

For administrative purposes, Wicklow County Council must obtain and store personal information about individuals. The purpose of this policy statement is to underline the council's commitment to uphold our statutory duty to protect the rights and privacy of individuals, whose data we hold, in accordance with data protection law. However, all employees and Members of the Council who collect, access and/or control the contents and use of personal data are individually responsible for compliance with the data protection legislation.

The principles of Data Protection in this regard and the guidelines are summarised as follows:

1. The Council staff and Members must obtain and process data/information fairly
2. Keep it only for (one or more) specified, explicit and lawful purposes
3. Use and disclose it only in ways compatible with these purposes
4. Keep it safe and secure
5. Keep it accurate, complete and up-to-date
6. Ensure that it is adequate, relevant and not excessive
7. Retain it for no longer than is necessary for the purpose or purposes for which it was collected
8. Give a copy of his/her personal data to an individual, on request

For more information about data protection, please see the website of the Data Protection Commissioner which can be accessed at <http://www.dataprotection.ie/>