



## **Peak District National Park Authority Data Protection**

**It is our policy to be open with you about your personal information. If we hold information, we assure you that we are processing that information fairly and lawfully.**

**The National Park Authority will adhere to the following commitments:**

### **When We Collect Information about You**

- **We will tell you who we are and what we intend to do with the information**
- **We will be fair in the way we collect information about you**
- **We will only collect information that is necessary for what we do**
- **Where practical, we will collect information directly from you**
- **If we collect information about you from someone else, we will, wherever possible, make sure you know that we have done this**

### **When We Use Information about You**

- **We will only use your information for legitimate purposes about which you have been informed unless we are required to do otherwise for legal reasons**

### **When We Disclose Information about You**

- **We will only disclose your information to third parties for legitimate purposes about which you have been informed unless we are required to do otherwise for legal reasons**

### **Accuracy of your Information**

- **We will take measures to ensure that the information about you is accurate and up to date when we collect or use it. You can help us to achieve this by keeping us informed of any changes to the information we hold about you**

### **Security of your Information**

- **We will take measures to protect your information against unauthorised use, inadvertent disclosure, damage, loss and theft**

### **Retention of Information about You**

- **We will hold information about you only for as long as is necessary (subject to any statutory retention periods)**
- **We will take measures to ensure that the information is disposed of in a secure manner when it is no longer needed**

**Our policy is governed by the 8 principles of data protection that are legally enforceable under the Data Protection Act, 1998.**

#### **8 Principles of Data Protection**

- 1. Data must be processed fairly and lawfully.**
- 2. Data must be collected and processed for only one or more specified purposes, i.e. we must not collect data for one reason and then use it for something else.**
- 3. Data we hold must be adequate for its purpose or purposes but not excessive or irrelevant, i.e. we must not hold too much data or data which we do not need.**
- 4. Data must be accurate, and where required, up to date.**
- 5. We must not keep data for longer than necessary.**
- 6. We must process data in accordance with the rights of the data subject under the Act.**
- 7. Data must be kept securely and we must guard against its loss.**
- 8. We must not transfer personal data to any country outside the European Economic Area unless that country has an adequate level of protection for the rights and freedoms of data subjects.**

## **Why the Peak District National Park Authority Holds Personal Information**

The National Park Authority holds some personal information which is confidential. This information is used by the Authority in its provision of services for the Peak District such as conservation and development control. For example we will hold contact details for people applying for grants or making planning applications.

### **Access and Correction**

Wherever possible, we will let you see the information we hold about you and correct it if it is wrong. Under the Data Protection Act, 1998, you are entitled to ask for access to any personal information about you that we may hold. If you wish to access your personal information then you will need to complete the Subject Access Request Form attached.

### **Do I need to prove who I am?**

Yes, you do; we would not want to release information about you to the wrong person. The Authority takes the rights of the individual and the protection of their personal data against unauthorised access very seriously and will not release personal information without proper authority. In addition, when making an application on behalf of a child, you must do so with their interests only in mind. The Authority checks the identity and legal authority of the person making the request. When submitting your request, please ensure that original proof of identity is enclosed as per the instructions on the form.

### **Fee**

A fee of £10 for a subject access request is payable.

### **Where to send the Form and Proof of Identity/Authority**

Jeff Winston  
The Data Protection Officer  
Peak District National Park Authority  
Aldern House  
Baslow Road  
Bakewell  
Derbyshire DE2 1AE

### **What Happens Next**

Under the Act, the Authority is required to provide the information you have requested within 40 calendar days. However, every attempt will be made to provide the information you request as quickly as possible.

Once we have received the form and proof of identity, and are satisfied with the information, we will respond to your request. Departments that hold the data will be provided with the information to locate and review your records. We will need to contact any third party referenced in your records in order to request their consent to disclose their data to you. Once the Authority has retrieved the information we will either forward it to you electronically (via E-mail if practicable) or will contact you to arrange for a time to view the data.

### **Questions or Comments**

If after viewing the information you have any questions or comments, you should contact the Data Protection Officer at the above address who will endeavour to resolve any outstanding issues. Alternatively, please telephone on 01629816339 or email [jeff.winston@peakdistrict.gov.uk](mailto:jeff.winston@peakdistrict.gov.uk).

### **Data Protection Statement**

The National Park Authority will comply with the provisions of the Data Protection Act 1998 and any subsequent legislation relating to information handling and privacy. When processing your application, we may need to inform third party agencies that a request for personal information has been made. By completing and submitting this application you consent to us sharing your information with third parties.