

# Information Protection Policy

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## Document Amendment History

<b>Revision No.</b>	<b>Originator of change</b>	<b>Date of change</b>	<b>Change Description</b>

### 1 Purpose

- 1.1 Information is a major asset that Whatlington Parish Council has a duty and responsibility to protect.
- 1.2 The purpose and objective of this Information Protection Policy is to specify the means of information handling and transfer within the Council.

### 2 Scope

- 2.1 The Information Protection Policy applies to all Councillors, Committees, Employees of the Council, contractual third parties and agents of the Council who have access to Information Systems or information used for Whatlington Parish Council purposes.
- 2.2 Information takes many forms and includes:
  - hard copy data printed or written on paper
  - data stored electronically
  - communications sent by post / courier or using electronic means
  - stored tape or video
  - speech