



Policy on the Disclosure of the Personal Details of Complainants

Title

Council Policy on the disclosure of the personal details of complainants to Down District Council.

Statement

Council does not disclose the personal details of individual complainants to Down District Council. The Council however reserves the right to disclose personal details in limited and exceptional circumstances but such disclosure is at the sole discretion of the Council.

Aim

The Policy ensures that the personal details of complainants to Down District Council are treated in confidence and not publicly disclosed. The aim of the Policy is to ensure the protection of individuals bringing complaints to the Council. The Policy also aims to ensure that individuals are not deterred from bringing legitimate complaints to the Council for fear they will be identified.

Scope

The Policy relates to the personal details of individual complainants only.

Related Policies / Legislation

- Data Protection Act 1998
- Freedom of Information Act 2000
- Environmental Information Regulations 2004

Definitions

Personal Details means data which relates to living individuals who can be identified from those data or from other data which is or is likely to come into the possession of Down District Council.

Policy Owner

Clerk & Chief Executive

Contact details in regard of this policy are:

Lisa Robinson, Down District Council, 24 Strangford Road, Downpatrick, County Down, BT30 6SR

Policy Authorisation

SMT Authorised on 15th September 2011

Council Authorised on 24th October 2011

Policy Effective Date

24th October 2011

Policy Review Date

Every 2 years

Procedures

None

Equality Impact Assessment

This Policy has been assessed on 27 September 2011 under Down District Council's Equality Impact Assessment process and has been screened out as having no impact on any of the groups designated in Section 75 of the Northern Ireland Act 1998.