

West Lancashire District Council



Policy regarding publication on the website of personal information

The legal requirements as set out in the Data Protection Act 1998 are that such information should be retained for as long as is necessary for the purpose for which the data is held. There is no specific guidance in terms of deadlines for all types of personal data.

In relation to web pages concerning personal information about individuals (e.g. names, addresses, ages) the Council will remove such pages from the website **6 months** after publication.

If the particular circumstances of individual cases require then the 6 month period may be departed from. This shall be determined at the time the web page is placed on the web site but be subject to subsequent review as appropriate.

The 6 month publication rule will not apply to the personal information displayed on the website about council officers and members in relation to their duties and responsibilities with the Council.

The 6 month publication rule will not apply to application forms, correspondence and other documents relating to planning applications and planning policies.

October 2005