

GDPR – Personal data policy and procedure for Councillors

The GDPR requires personal data* to be processed in a manner that ensures its security. This includes protection against unauthorised or unlawful processing and against accidental loss, destruction or damage. It requires that appropriate technical or organisational measures are used. This policy is intended to provide clear guidance to Councillors about keeping personal data safe and ensuring that the data is deleted by the councillor when the reason for having the data has been resolved.

The following procedures must be adhered to as part of the role of a Parish Councillor for Draycott and Church Wilne Parish Council:

To comply with GDPR, all Councillors will delete all personal data from their own devices (lap tops, computers, mobile phones, tablets etc) and delete any hard copy items of personal data (or means of identifying a person such as name, address, email, phone number, with regards to Draycott and Church Wilne Parish Council

Procedure for GDPR from 26th May 2018 onwards

1. The clerk will identify any correspondence that falls within the GDPR rules and obtain permission via the GDPR consent form from the individual before actioning / passing on any information to the Councillors
2. Any correspondence sent to Councillors that relate to GDPR will be marked in the Email subject as GDPR: (subject line)
3. The Councillors will respond to the email in the normal manner by actioning the correspondence
4. When the matter has been resolved / actioned, it will be the responsibility of the Councillor(s) to delete all items relating to this
5. The clerk will keep the correspondence as per the GDPR rules / retention policy and or Statutory regulations

If the Parish Councillor directly receives personal information from a member of the public:

6. Send the consent form to the individual (permission must be obtained before you can pass the information onto the Clerk)
7. Forward the consent form and the information to the clerk
8. Any correspondence sent to Councillors that relate to GDPR will be marked in the Email subject as GDPR: (subject line)
9. The Councillors will respond to the email in the normal manner by actioning the correspondence
10. When the matter has been resolved / actioned, it will be the responsibility of the Councillor(s) to delete all items relating to this

11. The clerk will keep the correspondence as per the GDPR rules / retention policy and or Statutory regulations

General Guidelines of personal device use for Draycott and Church Wilne Parish Council business

1. It is the responsibility of the councillor to ensure that they keep their personal device safe, therefore the following is required;
 - a. All devices used for Draycott and Church Wilne Parish Council business must be password protected
 - b. All devices must have virus protection software installed
 - c. All devices must automatically lock if inactive for a period of time
 - d. If a device is stolen or lost, Draycott and Church Wilne Parish Council must be notified and it is the councillors responsibility to ensure that the device is wiped of data
 - e. If you stand down as a Parish Councillor, all information relating to Draycott and Church Wilne Parish Council must be deleted

*Definitions of Personal Data

The GDPR applies to 'personal data' meaning any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier. This definition provides for a wide range of personal identifiers to constitute personal data, including name, identification number, location data or online identifier, reflecting changes in technology and the way organisations collect information about people.

The GDPR applies to both automated personal data and to manual filing systems where personal data are accessible according to specific criteria. This could include chronologically ordered sets of manual records containing personal data.

Adoption

Adopted 11 September 2018

Review

An annual review of this policy will be completed in May each year