

## **WEST RAINTON PARISH COUNCIL**

### **REPORT OF PARISH CLERK**

**14 MAY 2018**

#### **General Data Protection Regulations**

##### **Introduction**

GDPR, or the General Data Protection Regulation is a new set of EU regulations set to come into force from 25<sup>th</sup> May 2018, as a replacement to the existing Data Protection Act. In short, it's the rules and regulations for personal data protection, and every organisation within the EU must comply.

As a Parish Council we all have a shared responsibility to work towards continued compliance with the new regulations.

##### **The Key Requirements**

- Privacy – We must develop a privacy notice that complies with new guidelines.
- Accuracy - Any personal data and information we hold needs to be accurate and up-to-date. If changes to data are made, we need to record these changes, to keep an accurate record / trail of the amendments.
- Access - Individuals will now have much greater access to any of the personal data that an organisation stores on them. They will legally be allowed to view this data in entirety. Individuals can also request deletion of all data contained upon them, and we must have organisation procedures and processes to ensure this is adhered to post-GDPR enforcement.
- Consent – We must ensure that our policies are in full compliance with new GDPR laws on granting clear consent for individuals to access their data

- Security - GDPR will enforce ever stricter rules upon organisations to ensure that they are taking all reasonable measures to guard against data theft, loss,
- Responsibility – the Parish Council is the data controller although the Government has tabled an amendment to its own Data Protection Bill to exempt all parish and town councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the GDPR.

### **Next Steps**

There are a number of required actions that West Rainton Parish Council should take as a result of GDPR:

1. A documented audit of all data currently held and a review of the new requirements regarding consent around the continued holding of personal data from individuals. An example would be records of personal data held in relation to the cemetery.
2. A review of electronic data storage with the development of data storage on One drive. Apply document retention timescales to all information held currently.
3. The immediate development of a range of policies and procedures to include:
  - Privacy Notice to be displayed on notice boards and Parish Council Website
  - Document retention and disposal policy
  - Information Data Protection Policy

- Removeable Media Policy
- Social Media Policy
- Subject Access Information request form
- Data Breach Reporting Form
- Consent to hold information form

The above 8 documents are available to us via the Society of Local Council Clerks (SLCC) and have been developed in accordance with the GDPR requirements and best practice.

Compliance with GDPR will be an ongoing task but the introduction of the above will assist us in setting firm foundations from which to build.

### **Recommendations**

The Parish Council is asked to:

- Note the contents of this Report
- Delegate responsibility to the Parish Clerk for day to day responsibility for compliance with Data Protection Legislation:
- Approve , as a matter of policy, the adoption of all SLCC documentation as identified, appropriately amended by the Parish Clerk for West Rainton Parish Council under delegated responsibility