

Stonham Parva Parish Council Protection of Personal Data Policy.

In addition to complying with GDPR regulations, councillors will also need to ensure that they protect any personal data that comes into their possession while undertaking their Parish Council duties. This is applicable regardless of whether the data is held on paper, stored electronically on a cloud, a platform or on a personal device.

Personal data is information that relates to an identified or identifiable individuals. Information about a deceased person does not constitute personal data. Information about companies or public authorities is not personal data though information about individuals acting as sole traders, employees, partners and company directors where they are individually identifiable and the information relates to them as an individual may constitute personal data.

The following measures are recommended to help councillors comply with GDPR:

1. Set up a separate email account for parish council correspondence.
2. Ensure that all devices (computers, laptops, phones, accounts), are password protected.
3. Check before forwarding emails outside of the Parish Council to see if they contain personal data and consider redacting any personal data if appropriate.
4. Ensure that the Clerk is copied on correspondence, and forward responses from 3rd parties to the clerk where appropriate for record keeping
5. Avoid holding an individual's information in a councillor's home or on a councillor's personal devices. If a councillor does hold any information containing personal data on behalf of the Parish Council, it should be in locked storage if on paper, or be password protected and if possible encrypted on a personal device.
6. If a councillor's email account or personal device is lost, stolen or hacked, the Clerk should be informed as soon as possible.
7. It is the councillor's responsibility to ensure that any personal data is wiped from any personal device prior to disposal.
8. If you leave the Parish Council, any personal data that you hold at that time should be deleted, or if you need to keep any records in line with the council's data retention policy, personal data should be redacted at that time, ensuring that the Clerk has copies of all originals.