KERRY COMMUNITY COUNCIL

General Data Protection Awareness Checklist for Councillors

The General Data Protection Regulation (GDPR) and Data Protection Act 2018.

Whilst community councils are expected to comply with GDPR, individual councillors will also need to ensure that they protect an individual’s personal data whether it is stored electronically or as a hard copy.

This applies only to living individuals (not the deceased, companies, other authorities, and charities)

Personal data includes:

• Names and addresses

• Telephone numbers

• Email addresses

• IP addresses

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

* Set up a separate email account for community council correspondence and try to separate from personal email.
* Ensure that all devices (computers, laptops, phones) are password protected.
* Do not forward on emails or email threads that may contain personal data.
* Review any hardcopy information and if no longer relevant destroy using a suitable method (Crosscut shredder or destruction service). Ensure Clerk is aware of actions before destruction.
* Where possible direct all correspondence to the clerk who can obtain the necessary consent
* Where possible avoid holding an individual’s information in a councillor’s home or on a councillor’s own PC.
* If a councillor must hold any information containing personal data on behalf of the Community Council, it needs to be stored securely in a locked room or cabinet or if on a PC, in an encrypted folder or drive.
* Make sure your antivirus software and operating system are up to date.
* Make sure your computer’s and router’s firewall is turned on
* Inform Clerk and request Data Protection Officer advised of any breaches within 48 hours.
* Ensure the Data Protection Officer of any breaches within 48 hours.

I confirm that I have read the information above and understand my responsibility as a community councillor for protecting personal data.

NAME

Signed:

Date:

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