

General Data Protection Regulations (GDPR) –Report to Council 5th March 2018

Further to previous report (February 2018) this report details the actions which the Council will need to make in order to comply with GDPR.

Prepare an ‘Information Audit’ of all personal / sensitive data held. This audit must show the information held, the legal reason for it being held, how long it will be held for, who it will be shared with and why, plus how it will be safeguarded. Various templates are available. This has been started and will progress during the next two months.

Adopt a GDPR Policy at the May 2018 meeting. Model templates are available. This Policy will become one of the core policies of the Council.

Update the Standing Orders at the May 2018 meeting to recognise the Council as the Data Controller and a DPO appointment (once made).

Issue **Information Notices** to people whose personal information is held by the Council. This includes Councillors and Staff. Notices should explain what the information will be used for, the legal reasons for collecting the data, the consequences of not providing the information and how the information will be protected. These must be written in plain English.

The Data Controller (Parish Council) must appoint a **Data Protection Officer (DPO)**. This will need to be someone who is familiar with the workings of the Council with no conflict of interest in determining the purpose or manner of processing personal information. The DPO must have expert knowledge in EU Data Protection Law. My recommendation is that the DPO should be sorted later, but probably be an external expert, possibly the Norfolk Association itself.

GDPR will need to be included within the **Council’s Risk Management Schedule** to undertake assessments of projects which might pose considerable risk in respect of data protection.

Thinking ahead:

Any new activities that will include the processing of data, eg. CCTV will need to undergo a **Data Protection Impact Assessment**. Any new activities requiring **consent** must follow GDPR guidelines. Under the GDPR consent must be freely given, specific and easily withdrawn. People must positively ‘opt-in’.

Understanding the implications of GDPR is one of the best ways of avoiding breaches in respect of personal data which could result in fines on the council.

Recommendation from working party:

- The Clerk to work with Councillors Bateman & Hayton to draft documents to comply with the above in March/April.
- An external DPO should be appointed – await further advice from Norfolk ALC.
- That all members read the NALC GDPR Toolkit – circulated by email, in order to familiarise themselves with the necessary practices to be employed regarding personal information. (paper copy available for circulation at meeting)