

Data Protection Advice for Councillors

Collecting data from you

It is necessary to collect personal data from you to communicate with you whilst you are a councillor. This data will only be shared in line with your wishes, please complete the table below to assist with this. Your information will be stored by the council until the end of your term of office as councillor.

		To be held by the Clerk	To be shared with fellow councillors	To be given out to members of the public	To be published (website/ newsletter)
Name		✓			
Address		✓			
Email address		✓			
Home telephone number					
Mobile telephone number		✓			

As a data subject you have detailed rights including right of access to your own personal data, right of correction and to object to processing and the right to lodge a complaint with the Information Commissioner (the ICO). Please advise us if you believe that the information that we hold about you is no longer accurate. To read the council's full Data Protection Policy and Privacy Statement please go to our website.

Your responsibilities when handling data

As a local authority the council must comply with Data Protection legislation. There are also responsibilities for individual councillors, and you will also need to ensure that you 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 you comply with GDPR:

Action	Noted ✓
Set up a separate email account for parish 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 information held regularly and if no longer relevant delete or destroy.	
Where possible direct all correspondence to the clerk who can obtain the necessary consent	
Where possible avoid holding an individual's information in your home or on your own PC. If you must hold any information containing personal data on behalf of the Parish Council, it needs to be stored securely.	
Make sure your antivirus software and operating system is up-to-date	
Make sure your computer's and router's firewall is turned on	
Inform Clerk of any breaches within 48 hours	
Make sure that any personal data that is held on behalf of the parish council is destroyed or deleted when you cease being a councillor	

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

NAME

Signed:

Date: