

General Data Protection Awareness

Checklist for Councillors

The General Data Protection Regulation (GDPR) sets out requirements for how Parish Councils need to handle personal data. The parish council *and individual councillors* are expected to comply with GDPR to protect an individual's personal data (electronic or hard copy). Personal data includes: names and addresses; telephone numbers; email addresses; IP addresses.

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

Action	Done ✓
Read https://westwratting.org.uk/parish-council/data-protection/	
Read the Assessment of Personal Data Held, and preferably add comments HERE or https://shorturl.at/LabhQ	
Read the GDPR Risk Assessment, and preferably add comments HERE or at https://shorturl.at/joQLz	
Action required to comply with GDPR	Noted ✓
To remove the IP address from the header, copy and paste information from an email if you want to pass it on, rather than forwarding the email.	
Where possible remove personal information from an email before sending.	
If using cloud-based storage to hold personal information ensure that it is protected by a strong password that is never shared, and that the devices you use to access that account are password protected.	
Where possible avoid holding an individual's information in a councillor's home. If a councillor has to hold any information containing personal data on behalf of the Parish Council, it needs to be stored securely in a locked room or cabinet.	
Where possible avoid holding an individual's information on a councillor's own computer. If a councillor has to hold any information containing personal data on a computer then: ● Make sure the computer is password-protected ● Make sure your antivirus software and operating system is up-to-date ● Make sure your computer's firewall is turned on ● The data must be stored in an encrypted folder	
Inform the clerk of any breaches within 48 hours	

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

Signed & Dated: