



# Walsham-le-Willows Parish Council

## Data Protection Policy

1. **Audit & impact assessment:** Walsham-le-Willows Parish Council processes and stores very little 'personal data' and that which is processed or stored is already in the public domain and is handled mainly by the Clerk. This personal data identified is in the main, names and contact details for people and organisations having contact with the Parish Council through the Clerk as well as a Register of Electors. The sharing of email addresses by group emails involving parishioners is avoided.
2. **Published agenda and minutes records,** do not include any personal data.
3. **Paper records** retained by legal requirement are either kept under double lock and key by the Chair or if in current use, stored securely at Clerk's home.
4. **Electronic records** stored by the Clerk are all held on a personal computer for ease of administration. This computer and external hard drives or other personal computers used for back-up are also securely encrypted which protects Parish Council data in the event of loss of those devices.
5. **The Register of Electors,** sent to the Clerk annually is stored only electronically on an encrypted device, and is used only for necessary Parish Council business.
6. **Parish Councillors'** handle less personal data than the Clerk but all make a declaration that they have read, and will abide by, a code of conduct which includes a statement about protection of personal data and information that comes into their possession. They also adhere to a policy of applying reasonably secure passwords to their computers to provide a proportionate degree of protection for stored documents and emails..
7. **A document retention policy** is adhered to which requires that paper or electronic records, are only kept for as long as is necessary in compliance with requirements applying to Parish Councils (NACL LTN 40 - Local councils' documents and records).
8. **Subject access requests** received by the Council will be forwarded to the Clerk. The Clerk will use best endeavours to allow the Council to respond by the time of the meeting immediately following receipt of the request.
9. **Information Commissioners Office:** Walsham le willows Parish Council is registered as a public authority data controller with the ICO.

Adopted	12 December 2017	KB	MB
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Reviewed and readopted	14 May 2019	KB	TR
Adopted and properly minuted	9 July 2019	KB	TR
Reviewed after audit recommendations	July 2019	KB	TR
Reviewed for re-adoption at AGM	March 2020	KB	TR