

## Data Protection Checklist

Parish Councils are expected to comply with the Data Protection Act 2018 (GDPR). Individual councillors will need to ensure that they can protect 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 (but not limited to):

- Names and addresses
- Telephone numbers
- Email addresses

**Your Information:** - You need to supply the Clerk, for contact purposes only, your home address and a suitable contact number. Only your name will be published on the Parish Councils website and on noticeboards. If you would like your Council email address published, please advise the Clerk.

The following measures are recommended to comply with DPA 2018:

Action	Approved ✓
You give your consent to receive copies of the meeting summons (agendas) and related information by email.	
You will use a separate email account for parish council correspondence (separate from personal email). Overall management by Clerk or Senior Officer	
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 (Cross cut 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 holds any information containing personal data, on behalf of the Parish Council, it needs to be stored securely or if on a PC, in an encrypted folder or drive.	
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 and request Data Protection Officer advice of any breaches within 48 hours	
Ensure the Data Protection Officer of any breaches within 48 hours	
I understand that email addresses used for Parish Council business may be subject to Freedom of Information and/or Data Subject Requests.	

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

«First» «Last»

Signed:

Date: «Date»

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Personal \_\_\_\_\_

Email \_\_\_\_\_

address: \_\_\_\_\_

\_\_\_\_\_

Council Email

address

\_\_\_\_\_

Landline

number: \_\_\_\_\_

\_\_\_\_\_

Mobile

number: \_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

This form will be retained by the Clerk. A Councillor may withdraw this consent at any time. A new form is required to change the email address that electronic communication is sent to.

Authorised by the Local Government (Electronic Communications) (England) Order 2015.

Please return the completed forms to:

Clerk to Bayston Hill Parish Council  
Parish Office  
13, Lyth Hill Road  
Bayston Hill  
Shrewsbury SY3 0EW