

Carsington and Hopton Parish Council

Issue: General Data Protection Regulations

Agenda item: 16/18

Recommendation: Note the requirements of the Information Commissions new regulations relating to personnel data and customer data. AGREE to the Clerk implementing personnel requirements following DALC guidelines. AGREE to Clerk seeking advice on marketing issues.

Timing: Arrangements must be in place by 31st May 2018

Members Interests: None known.

Further information: A large number of documents, from DALC, relating to personnel issues are available. Guidance on customer data – those on the Parish Council mailing list – is not available.

Background: The Information Commissioner has produced new regulations regarding general data protection.

Discussion:

- a. Personnel issues can be dealt with by listing the information held and the reason, informing the employee of these and keeping records in a locked cabinet. The information must not be passed to others or shared. The information should be locked up. Is the Clerk's office sufficient?
- b. Data held about parishioners probably requires the Parish Council to check with each and everyone that they are content to remain on the mailing list. Help is needed in this area from an expert.
- c. Data included on the Parish Council documents needs to ensure that names are not used without permission. Currently the agenda papers do not refer to the applicant for planning permission, just the property, this appears to be the correct approach.
- d. Members need to consider if there are any other areas which should be reviewed.

Financial Implications: There is a time cost and costs associated with data and physical storage.

Risk Implications: There are large fines associated with non-compliance. Parish Councils are unlikely to be a priority for the Information Commissioner. Work needs to start before the deadline date.