

## Report for Policy & Finance Committee - October 2019

### GDPR

Work has now been completed on the documentation, policies and procedures required for the Town Council to be compliant with the regulations.

A staff manual is in place which briefs employees on the compliance requirements and procedures to be followed when processing personal data. A manual is also available for Councillors.

The ICO recently published a blog on their website acknowledging the challenge that the new data protection obligations posed for local councils. They have worked with NALC and the SLCC and produced resources to assist and in some instances clarify the requirements of the legislation.

There was already a high awareness by staff of data protection practices prior to the inception of GDPR. Having audited members of staff, I am confident that there is continued good awareness and the new requirements for accountability. Training is in place to update staff on procedures which I have simplified. Whilst records have been kept this now needs to be tightened up to become part of the privacy by design approach.

One change that members will be aware of is that the ICO announced that it is no longer a requirement for Councillors to be registered as Data Controllers. The registrations already in place were cancelled at renewal which saves the Council £35 per member per year. This places responsibility for their compliance with regulations back with the Council and as part of the audit a short Data Protection Survey was issued by email. This would provide the evidence of good practice - that Councillors are aware of and are following DP guidelines. As the response has not been high I am unable to confirm that all Councillors are following ICO required guidelines.

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