



GDPR COUNCILLOR BRIEFING

INTRODUCTION

On 25th May 2018 new General Data Protection Regulations become law. Granborough Parish Council has prepared for these regulations by carrying out an information audit, contacting our database to ensure accuracy of details held and to obtain permission to continue holding the data and implementing new policies and a privacy notice to enable the Public, Employees and Councillors to be assured that we take their privacy seriously.

PRIVATE INDIVIDUALS

Whilst the efforts set out above have been made to protect individuals' data when being processed by the Clerk, it will be necessary for information to also be passed to the Granborough Parish Councillors, in order that they are able to carry out their role. This may be done by passing hard copies of documents, or more often by forwarding emails.

Councillors in receipt of personal information, have a duty to protect the individuals' privacy by ensuring that confidentiality is protected by keeping paper copies in a secure location, and electronic copies secured via password protection on Councillors devices.

In addition, once the matter to which the personal data relates has been resolved, the data must be responsibly disposed of by the Councillors, in line with the Council's Privacy Notice.

If the individual has agreed to their data being kept, it will only be accessed via the Council's secure storage, and not held remotely on any other device.

CONTRACTORS AND SERVICE PROVIDERS

Councillors may hold contact details for Individuals from Companies and Organisations with whom Granborough Parish Council exchange correspond, and where these contact details are already in the public domain e.g. Contractors, Service Providers, Public Organisations and Charities, Parish, District and County Council employees and Councillors.

AGREEMENT

Granborough Parish Councillors confirmed their understanding of these requirements and agreed to comply with these restrictions, at their Annual Meeting on 21st May 2019