Parish Office, Sports Pavilion, Hundred Acre Way, Red Lodge, Suffolk, IP28 8FQ

General Data Protection Awareness Checklist for Councillors

The General Data Protection Regulation (GDPR) will apply in the UK from 25th May. Whilst parish councils are expected to comply with GDPR, individual councillors will also need to ensure that they protect an 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:

- Names and addresses
- Telephone numbers
- Email addresses
- IP addresses

The following measures are recommended to help councillors comply with GDPR:

Action	Noted ✓
Set up a separate email account for parish council correspondence	
Ensure that all devices (computers, laptops, phones) are password protected	
Do not forward on emails or email threads as they may contain personal data	
Copy and paste information from an email if you want to pass it on, rather than forwarding on an email to remove the IP address from the header.	
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 has to hold any information containing personal data on behalf of the Parish Council, it needs to be stored securely in a locked room or cabinet or if on a PC, in an encrypted folder.	
Make sure your antivirus software and operating system is up-to-date	
Make sure your computer's firewall is turned on	
Inform the Data Protection Officer of any breaches within 48 hours	

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

Signed: Date:

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