

## **CENTRAL SWINDON NORTH PARISH COUNCIL**

### **General Data Protection Regulations**

9<sup>th</sup> April 2018

#### **1. Introduction**

The General Data Protection Regulation (“GDPR”) will take effect in the UK from **25 May 2018**. It replaces the existing law on data protection (the Data Protection Act 1998) and gives individuals more rights and protection regarding how their personal data is used by councils including crucially the ‘*right to be forgotten*’. Although there are differing rules for Local Authorities; in the main Councils and parish meetings must comply with its requirements, just like any other organisation.

The National Association of Local Council’s (NALC) has produced a GDPR Toolkit for Parish Councils which is being used as the core guidance material to ensure our overall compliance as much as reasonably practicable.

#### **2. Report Details**

##### **2.1** Key steps the Parish Council has taken towards compliance with the GDPR have included:

- Completion of Data Audit Questionnaire for all hirers/users and individuals or groups where we hold information on such as Grant Applicants and complaints/comments.
- Compilation of exempted data pools such as those administered by SBC Libraries.
- Completion of Individual Privacy Statements
- Consideration of appointment of the Data Controller and Data Protection Officer
- Free Government GDPR Training course for the Parish Manager took place in London on April 3<sup>rd</sup>.

##### **2.2** Central Swindon North Parish Council has made progress to prepare for the GDPR. There is a meeting of the Swindon Area Committee (SAC) on April 23<sup>rd</sup> at the Haydon Wick Parish Council. Councillors have been invited to attend a GDPR session where consideration may be given to the implementation of a ‘Peer Review System’ of GDPR Compliance.

#### **3.0 Recommendations**

##### **3.1** That the Finance & Staffing Committee hold the function to monitor GDPR compliance by providing a bi-monthly standing agenda item presented by the Parish Manager for the first year until May 2019 where it’s future need will be reviewed.

##### **3.2** That the Council consider sending representation to the GDPR SAC Compliance session on April 23<sup>rd</sup> at the Haydon Wick Parish Council offices.