

LAUNTON PARISH COUNCIL

General Data Protection Awareness Checklist for Councillors and Volunteers

Whilst Parish Councils are expected to comply with The General Data Protection Regulation (GDPR), individual Councillors and volunteers who have Parish Council email accounts also need to ensure that they protect an individual's personal data whether it is stored electronically or as a hard copy. This personal data 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 compliance with GDPR:

Action	Noted ✓
Set up a separate email account for parish council correspondence and try to separate from personal email.	
Ensure that all devices (computers, laptops, phones) are password protected.	
Do not forward on emails or email threads that may contain personal data.	
Review any hardcopy information and if no longer relevant destroy using a suitable method (Crosscut shredder or destruction service). Ensure Clerk is aware of actions before destruction.	
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 or drive.	
Make sure your antivirus software and operating system is up-to-date.	
Make sure your computer and router's firewall is turned on.	
Inform Clerk (as 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 / volunteer for protecting personal data.

NAME:	
Signed:	Date: