

## KEY GDPR PRINCIPLES FOR PARISH COUNCILS

### 1. Lawful, Fair, and Transparent Processing

- Clearly inform residents why and how their data is used (via a **Privacy Notice**).
- Have a lawful basis for processing (e.g., public task, consent, legal obligation).

### 2. Purpose Limitation

- Collect data only for specific, legitimate purposes.
- Do not use data for a new purpose without further consent or lawful basis.

### 3. Data Minimisation

- Collect only the data needed for council activities.
- Avoid holding excessive or irrelevant personal information.

### 4. Accuracy

- Keep personal data up to date and correct inaccurate records quickly.

### 5. Storage Limitation

- Keep personal data **only as long as necessary**.
- Implement a **Retention Schedule** (e.g., electoral roll, council meeting notes, volunteer records).

### 6. Integrity and Confidentiality (Security)

- Store data securely (digital and paper).
- Use passwords, encryption, locked cabinets, and antivirus software.
- Limit access to data to only those who need it.

### 7. Accountability

- Keep records of how data is handled.
- Conduct **Data Protection Impact Assessments (DPIAs)** when necessary.

- Appoint a **Data Protection Officer (DPO)** or someone responsible for compliance.

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## Data Storage Best Practices

### Digital Data

- Use reputable, UK/EU-based cloud providers (e.g., Microsoft 365 with data centres in the UK).
- Use strong passwords and two-factor authentication (2FA).
- Regularly back up data in encrypted form.
- Keep antivirus and firewalls up to date.

### Paper Records

- Store in locked cabinets or rooms with restricted access.
- Shred or destroy documents securely when no longer needed.
- Ensure sensitive documents (e.g. complaints, HR files) are labeled and handled carefully.

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## Examples of Data Handled by Parish Councils

- Elector contact details
- Minutes and agendas (with redactions if necessary)
- Planning objections/comments
- Volunteer or employee information
- CCTV footage (if applicable)

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## Practical Steps to Ensure Compliance

1. **Maintain a Data Asset Register** – what data you hold, why, where, and for how long.
2. **Create a Privacy Notice** – publish on your website and in relevant communications.

3. **Provide Training** to councillors and clerks on data handling.
  4. **Have a Data Breach Plan** – know what to do if personal data is lost or exposed.
  5. **Use Consent Forms** where consent is needed (e.g., newsletters, photos).
  6. **Publish a Data Protection Policy** – show you're compliant and responsible.
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### Resources & Templates

- **ICO Guidance for Local Councils:** <https://ico.org.uk/for-organisations/local-government/>
  - **NALC GDPR Toolkit** (for member councils): Includes policy templates, checklists, and privacy notices.
  - **SLCC (Society of Local Council Clerks):** Offers training and support on GDPR.
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