

Agenda item no.	12
Report to	Burwash Parish Council (BPC)
Subject	GPDR Update and Councillor Emails
From	The Clerk

Summary

The Clerk has been working for the last 12 months to ensure the Council is fully GDPR compliant

Items Covered

1. Hard copy archives are being moved to The Keep. Current minutes are subject to the retention policy on site before being moved to archive. All other files need to either be stored off site on in a locked fireproof cabinet.
2. Anything that is held in paper is kept in a locked filing cabinet in the parish office.
3. It was noted that the Council used Office 365 now all files are stored on the One Drive as a collaborative tool to retain control of content that might otherwise be distributed by email, using the email solely as a prompt. Following the May election 2019 the council has had GDPR compliant emails for all councillors and One Drive, in place.
4. Lime tree adopters data is kept on an encrypted laptop and a letter/email has been sent out to the adopters to update them on the councils new policies regarding GDPR and signed forms received.
5. The website has been totally updated and permissions received from all users to use their details on the site.
6. All paper that is handed out at Council meetings is GDPR compliant.
7. The Clerk shreds all documents. We now have a new shredder that is level 4 compliant. Everything is disposed of in compliance with GDPR.
8. The Clerk's laptop is windows 10 pro, the clerk holds all data relating to parish council business. The parish council office is locked with a key code and only the Clerk and the Chair have access to this out of hours. All data that is currently held in a hard copy is being moved to locked cabinets, moved to archive or shredded.
9. All policies reviewed and new General and Staff Privacy Notices have been introduced.
10. GDPR Audit of the Internet Café has taken place.

Outstanding Items

- a. Register with the ICO when/if CCTV is put up in the car park
- b. Nominate a data controller and register them with the ICO (recommend to wait until new Clerk is in post)
- c. Agree how long emails are to be held on Cllr email account and Clerk's. Recommendation is delete emails after 3 months unless it is an ongoing matter.
- d. Agree the level of access on One Drive for Cllrs with the new Clerk.
- e. Encrypted the Clerk's laptop with Bitlocker.
- f. Review with Satswana to ensure all areas have been covered.

Councillors are asked to resolve the following:

1. To store items at CDS at Goudhurst at a cost of £400 per year. Iron Mountain cost £820 and a 30 minute fire proof cupboard costs around £2,000.