

<b>Agenda item no.</b>	9
<b>Report to</b>	Burwash Parish Council
<b>Subject</b>	GDPR Update
<b>From</b>	The Clerk

## Summary

The starting point was a positive one from the initial audit done with our Data Protection Officer (DPO). The Clerk has looked at the key items and there are two clear deadlines:

1. Items to implement before the new council is elected in May 2019
2. The final deadline for September 2019

## Items completed since the initial DPO Audit

1. **Councillor Contact Details** – All councillors have received the Council's Privacy Notice and signed a consent form to keep their data. Data is stored in a fire proof safe in the Parish Office and will
2. **Councillor declaration of interests** – All these are available on the website, a link to the district council website to access.
3. **Internet Café Review** - A review with Peter Skipwith and Uniserve took place on the GDPR requirements of the Internet Café:
  - a. No encryption is required on the central server computer only has volunteer data no other data or documents are held on the computer – P.Skipwith has encrypted this file now with volunteer contact details in it
  - b. Volunteers always run a CC Cleaner programme after a IC session cleaning away any cookies/browser information – Uniserve to check that browser data cannot be restored
  - c. Volunteers delete any documentation that has been downloaded or saved onto the computer/desktop of PCs and laptops
  - d. Dyna Soft is used on all PCs – P.Skipwith has emailed contact details to the Clerk who will be able to set up a processor agreement with supplier
  - e. Windows 10 is not currently required but suitable replacement will be put in place when Windows 7 stops being supported in 2020 – A replacement programme/budget for PCs will be put to the Council with this date in mind. £500 has been earmarked in 2018/19 and £1,000 is to be earmarked in 2019/20 budgets

The Clerk wishes to note and thank Peter Skipwith's for all of his help on the day of the review and his support since.

## Next Steps

The Clerk will continue to work towards full compliancy. However the next key step is ensuring the new council in May start off with a fully compliant IT set up. Uniserve have put together costings in supporting the Clerk in setting this system up:

- Each councillor would have a personalised email address eg: [cllr.betty.mcbride@burwash.org](mailto:cllr.betty.mcbride@burwash.org)
- Uniserve would set up an Office 365 account for each user and they would then access all relevant emails and documents through the Office 365 site. Using the online portal would

reduce the security risk of Councillors using their own equipment and the potential problems of computer sharing.

- Uniserve can run training sessions for the councillors at the internet café. The training sessions are highly recommended to ensure all Cllrs know how to use the new set up.
- The basic cost of the portal and email addresses will be £3.80 per month per user.

**Microsoft Office 365 Business Essentials- £3.80 + VAT per month per user**

- *Business-class email with 50 GB mailbox*
- *Web version of Outlook, Word, Excel, and PowerPoint*
- *Shared Calendars*
- *Anti-Spam and Anti-Malware*
- *1 TB file storage & sharing*
- *Data Encryption*
- *24/7 Phone & web support for critical issues*

**Resolution**

Cllrs are asked to resolve to agree to spend up to £700 for this body of work with the preferred IT supplier Uniserve. Cllr's are also asked to resolve a monthly expenditure of £3.80 per month per user for the Microsoft Office 365 Business essentials package.

The Clerk already has Microsoft office for the year but would migrate onto this system once that annual subscription runs out in 2019.