Wem Rural Parish Council

Report to Council July 2018
General Data Protection Regulation (GDPR)

Purpose of Report
This report is to complete the work required by the Parish Council on the GDPR, which came into force on 25 May 2018 and replaced the existing law, the Data Protection Act 1998.

Working toward compliance
The following High Level Action Plan sets out the documentation which was agreed to be reviewed following approval of the Clerk's initial report to Council in May 2018.

High Level Action Plan		
Document	**Detail**	**Comments**
Data audit and lawful basis for processing	What data is held? Where does is come from? Where is it kept and who has access? What does the Council do with it? Who is it disclosed to? What lawful basis is collected by? What security measures are in place.	*Documents and records should be retained no longer than necessary.*
Data Processing Log	To include: Subject matter Duration Nature and purpose of processing Type of data Categories Retention duration	*Data Audit document to be expanded to include this information for new processing from 25 May 2018.*
Policies/Procedures		**Comments**
Email Acceptable Use Policy		*New Policy – note option of have Council specific email addresses for Councillors*
Record Management Policy		*Reviewed*
Data Subject Access Request Policy		*New - now a procedure with checklist and template letters*
Breach Procedure		*New – now a policy*
Social Media Policy		*Reviewed – no amendments recommended.*
Management of Transferable Data Policy		*Following review not required for WRPC.*

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LOCAL COUNCIL AWARD SCHEME FOUNDATION

Recommendations:

1. The Council endorses the High Level Action Plan set out above and notes that compliance with GDPR is now complete within current guidelines issued by NALC.
2. The Council adopts the following documents:
   Data Audit
   Email Acceptable Use Policy
   Record Management Policy
   Subject Access Request Procedure
   Breach Policy

Carole Warner
6 June 2018