

SALC GDPR Update – January 2018

APPENDIX P

This GDPR Update is to keep you informed of progress to date on various aspects.

Data Protection Officer: There had been mixed views with NALC and partner organisations. However, the ICO's Policy Team has agreed with NALC that Clerks cannot be their Councils' DFO as there is a conflict of interest –and neither can councillors. See NALC's briefing note below



L10-17 Data
Protection Officer.pdf

and FAQs here –

<https://ico.org.uk/for-organisations/local-government/local-gov-gdpr-faqs/>

ICO Support: There is now a section on the ICO's website for Small Local Authorities with FAQs see links below –

<https://ico.org.uk/for-organisations/local-government/>

Phoneline: There is now a dedicated phone line **0303 123 1113** and select option **4** to be diverted to staff who can offer support.

Government: There has been a lack of engagement with NALC and the sector by the government which was brought to the attention of our **MPs** last week who were not aware of the implications for local councils and who were very supportive of the issues NALC continues to raise below with Government::

- An impact assessment of the Data Protection Bill on parish and town councils and parish
- Mitigating impact on parish councils and parish meetings through new burdens funding to support implementation
- A phased implementation or exempting the smallest parish councils and parish meetings completely;
- A national DPO Service

Templates: NALC is producing a toolkit containing template information. This will be available later this month (January).

Offers of Local Support: Support Services we have seen are normally based upon size of Council/income and expenditure. Those we are aware of are below.

1. Telford & Wrekin Council – contact Rob Montgomery on 01952 383103 or email Robert.montgomery@telford.gov.uk
2. Diane Malley is offering a DPO Service that includes
Annual GDPR data audit
Annual refresher training for staff
Sign off Data Protection Impact Assessments

Advising on GDPR compliance
Liaison with Information Commissioners Office if necessary

The fee is dependent upon the income/expenditure bracket of the council. For advice, guidance, or quotation please contact diane@dmpayrollservices.co.uk or ben@dmpayrollservices.co.uk - 7 New Road, Far Forest, Kidderminster, DY14 9TQ or telephone 01299 269188

3. JDBH Business services – contact John Henry at john@jdbs.co.uk .

Practical Steps to take now:

- Inform the Council of the Regulations and make budgetary provision (at least £500)
- Do an audit of what data you hold (what you use it for, what lawful basis it is held for, how you keep that data secure and up to date): Data could be Planning Applications, Contractor details, Volunteers who may work with you, Electoral Registers, Website info, Councillors details, Contacts with Residents, Complaints and general emails. Dispose of data that is no longer required. (Andrea Gabitas, Clerk to Astley PC is completing a Data Management Report for her Council which includes data controls and is offering to share this with others.) Please also see NALC's legal topic note giving guidance on retention of documents below.



LTN40 Retention of
Documents-Nov16.p

- Other NALC Briefing notes are on our website - <http://www.alcshropshire.co.uk/members/general-data-protection-regulations-gdpr>

Training: Robert Montgomery will be facilitating another training session on **15 March** by which time we are hopeful that many of the issues will be resolved and we will know level of support is available.