

# WEST SWINDON PARISH COUNCIL

## FINANCE & STAFFING COMMITTEE

### General Data Protection Report

16 April 2018

Agenda Item 6

#### 1. Background

- 1.1 The General Data Protection Regulation (“GDPR”) will take effect in the UK from **25 May 2018**. It replaces the existing law on data protection (the Data Protection Act 1998) and gives individuals more rights and protection regarding how their personal data is used by councils. Local councils and parish meetings must comply with its requirements, just like any other organisation.
- 1.2 The National Association of Local Council’s (NALC) has produced a GDPR Toolkit for Parish Councils. This has been circulated to West Swindon Parish Councillors and details an overview of the legislation and its implications.

#### 2. Detail:

- 2.1 Key steps the Parish Council has taken towards compliance with the GDPR have included:
  - Completion of Data Audit Questionnaire
  - Completion of Privacy Statements
  - Consideration of appointment of the Data Controller and Data Protection Officer
  - GDPR Training course for Parish Manager 18.04.18
- 2.2 West Swindon Parish Council has made progress to prepare for the GDPR. Other Parish Councils are considering whether or not a shared post or pooled resource may be of mutual interest and benefit. This is being explored by members of the Swindon Area Committee (SAC). Councillors have been invited to attend a GDPR session on 23.04.18 at Haydon Wick Parish Council offices.

#### 3. Recommendations:

- 3.1 The Finance and Staffing Committee continues to monitor and support compliance with the GDPR.
- 3.2 The Finance and Staffing Committee considers representation at the SAC GDPR session on 23.04.18.

Paula Harrison  
Parish Manager