

## **RENHOLD PARISH COUNCIL**

**Clerk to the Council  
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## **RENHOLD PARISH COUNCIL**

### **DATA PROTECTION STATEMENT**

The Parish Council Data Controller is Lizzie Barnicoat as Clerk and is the first point of contact for Data Protection. The Parish Council is not required to appoint a Data Protection Officer.

The Parish Council was registered with the Information Commissioner's Office in 2018

The Parish Council has the following arrangements in place for releasing and publishing information to the public. The following information is published on our website in accordance with the Transparency Code:

- all items of expenditure above £100
- end of year accounts
- annual governance statement
- internal audit report
- list of councillor or member responsibilities
- the details of public land and building assets
- Minutes, agendas and meeting papers of formal meetings

In certain circumstances, some details may be redacted in documents in the public domain.

There is a parish Publication Scheme which is published and available

The Parish Council has a Contact Privacy Notice in place adopted by the Parish Council on 23.1.2024

The Parish Council has a Document Retention and Destruction Policy in place, adopted on 23/01/2024, but parishioners are reminded that all formal Parish Council records and documents finally become public property.

The Council in early 2018 were made aware by the Clerk of the requirements of the General Data Protection Regulation 2018. Councillor Quince attended GDPR training run by the Bedfordshire Association of Town and Parish Councils in March 2018, and fed the contents of this training back to the Council in March 2018 so that the Clerk and all the Councillors are all aware of the requirements of the General Data Protection Regulation 2018.

Additionally, the Clerk and all Councillors have been made aware of their overall responsibilities relating to data protection, by the circulation of this policy to them.

The Council produced an action plan which has been reviewed and updated as necessary at Parish Council meetings and progress against which has been clearly minuted since

March 2018.

The Council will obtain and maintain a hosted email domain so that all Council members' email addresses follow a set pattern. The Clerk and all Councillors are required to conduct all Parish Council electronic correspondence and communications using their allocated email addresses. This ensures that a full audit trail is available at all times and also provides security and continuity in the event of changes of Councillors or the Clerk.

In the circumstances where there is a new Clerk and/or Councillors they will be made aware through this document that they comply with the requirements of the GDPR and the Council's policies and of the importance of checking that only relevant information is sent to the right recipient.

When sending e-mail to more than one parishioner either using a distribution list (e.g. the Parish updates) or a selection of parishioners, the sender must address such emails TO him/herself with all recipient email addresses listed under BCC, being aware that specific parishioners may have opted out of receiving some categories of mail. Distribution to other Councillors or the Clerk may be done via the normal CC facility.

The Clerk and Councillors are reminded that, in general, information should not be divulged, especially over the phone. The Clerk and Councillors must remain vigilant and aware that impersonation may be used to try to trick them into disclosing information. Responses to valid requests for information should be sent to the email address already registered with the Clerk or to the requestor's postal address as it appears on the Electoral Register or to the requestor in person. Where the circumstances are exceptional and the matter is very urgent, the Clerk and/or Councillors must ensure that they carry out sufficient checks to confirm the identity of the person to whom they are speaking BEFORE giving out any information over the phone. In any case, only the bare minimum of information should be given out over the phone and written confirmation should follow as soon as practicable.

The Clerk and Councillors must always check e-mails before sending to ensure they are going to the correct recipients. Specific care must be taken when forwarding an email to another Councillor or the Clerk with comments added to NOT return it to the original sender.

The email facility provided to the Clerk and Councillors has a 30-second delay facility to allow recall of sent emails.

The Clerk and Councillors must also be extremely careful to not click on links or open attachments in e-mails from unknown sources.

**Adopted by Renhold Parish Council on 23.1.2024**

**Last Approved 23.1.2024**

**Next Review 23.1.2029**