

# PATCHING PARISH COUNCIL

## DATA HANDLING PROCESS

1. Maintain registration with Information Commissioner's Office

Registration number: ZA772859

Date initially registered: 18 July 2020

Registration expires annually on the anniversary of the initial registration date (for example, 17 July 2021)

2. The Data Protection Policy (adopted November 2020) will be periodically reviewed/adapted
3. Councillors are required (annually) to declare they have read and understood:
  - the Data Protection Policy
  - GDPR basics
4. Data Protection is now a standing agenda item at quarterly scheduled council meetings, at which:
  - Councillors are required to confirm that they hold no personal data e.g. on private computer hardware, written correspondence etc.
  - Councillors must advise of any known, potential or perceived personal data breaches
5. PPC data handling processes include:
  - receipt of handwritten correspondence
  - compliance with PPC's Document Retention Policy
  - receipt of parishioner verbal communications (phone calls, face to face)
  - digital data storage
  - Council digital data, (but no personal data), is currently stored on a Cloud based facility. Access is provided only to named Councillors and the Clerk although Cloud IT administrators necessarily also have access to this facility.
    - recording of meetings
  - This is always disclosed in advance of the meeting and recordings made by the council are only kept long enough to facilitate the preparation and verify the accuracy of the minutes.
    - use of Councillors personal computer hardware
    - data retention periods (refer to PPC Data Retention Policy)
6. The Chairman (or nominated Councillor) will undertake an annual audit with the Clerk of data records and recording, checking adherence to policy

The data handling processes outlined in this document were approved at the council meeting held in November 2020 and are subject to periodic review

November 2020