**COMMERCIAL IN CONFIDENCE**

**Impact Assessment for Danehill Parish Council**

Present, Emma Fulham, Clerk to the Council, and Charlotte Smith for Satswana

1. **Outline**

Danehill Parish council is a small parish.

1. **Quick Read, the main points**

The Council is very competently managed by a Clerk with a strong awareness of compliance who had already given effect to many thoughts and requirements for change. She is supported by a technically aware Chairman who similarly did not need to be told what was required. It was noted that archives had already been transferred to long term storage, for instance. As with every such example of historic management, there is opportunity to increase the use of digital as opposed to paper forms, and encryption can be embraced. The Parish is registered with the Information Commissioners Office, registration number -

1. **Personal data kept or processed**

Helpfully the Clerk had considered the “Discovery” document in advance.

1. **Councillor Contact Details**

It was considered that these were required in order for the Clerk to fulfil her duties; the information is collected for your specific legitimate interest

1. **Councillor declaration of interest**

It was noted that these were available on the website as a link to Wealden district council.

1. **Employment and recruitment records**

These are held mainly on an encrypted computer but what is needed to be held in paper is. Payroll is processed by the clerk, on an encrypted computer. PKF Little John is the external auditor and a processor agreement is going to be obtained.

1. **Minutes of Meetings**

Archived minutes are held in the parish office in a locked cupboard. Current minutes are subject to our retention policy on site before being moved to archive.

1. **Correspondence / emails with individual local residents**

Everything is passed through the Clerk and under their control. Information that is passed on is redacted where appropriate to remove identifiable data. No emails are forwarded on and are kept for 6 months, in accordance with our retention policy, emails then get deleted, there is a disclaimer on the email stating this.

1. **Arrangements with volunteers**

No records of volunteers are kept with the parish council.

1. **Contractors of the recreation ground**

The clerk receives invoices from the company who work on the recreation ground, these are kept for 7 years, in accordance to our retention policy and law. Playground inspections are held in paper form, no personal identifiable data is held on these, kept for 7 years, in accordance with our retention policy, and then destroyed after.

1. **Users of the Pavilion**

The parish council run the pavilion, regular users/groups information is stored on an encrypted computer, invoices are sent via email, individual users fill out a paper form when they want to use this, after they have used the pavilion the from and their information is shredded.

1. **Contracts with Companies/Charities**

Invoices with Barcombe Landscape, currently stored in a file in a locked cabinet in the parish office, kept for 7 years, in accordance with our retention policy, then destroyed after.

1. **Bank details of contractors / suppliers**

The clerk pays only by check, no bank details are stored anywhere.

1. **Electoral Register**

It was noted that a copy of the Electoral Register is held, but this is the responsibility of the District Council and no public access to it is granted at the Parish Office

1. **Complaints to the Parish Council**

Complaints policy is in place, when a complaint comes in, we deal with it in accordance to our policy. The clerk passes serious complaints on to Wealden District council, this is stated in our Complaints policy and code of conduct.

1. **Freedom of Information requests**

There is a statutory obligation to respond to requests, but once again it is recommended that these be stored and responded to in a digital rather than paper form. Subject to our retention policy. It was noted that any Councillor who retained a personal email account could be subject to having to disclose private details in the event of a FOI request. No personal email accounts are used.

1. **Communications with other local authorities**

Essential communications with Wealden District Council and SSALC are needed, the clerk communicates with them via email, occasionally Wealden and SSALC will post things to the council, these are shredded when not needed. If any sensitive data needs to be sent then the clerk will do this via a password protection document via email.

1. **Communications with third parties**

All communications with third parties are held on an encrypted computer.

1. **Legal proceedings or transactions with individuals**

Any legal firm involved or engaged must enter into a processor contract where data that is collected by the Controller is passed or shared with another entity. The records should be digitised and encrypted since the information may well be of a sensitive nature.

1. **Individual identified in the emergency plan**

Emergency plan is in place, no individuals are listed in the plan.

1. **Local Planning Applications**

The parish council only keep these electronically, these are discussed at council meetings, and are all public record on Wealden District Council website.

1. **Historical Parish Records**

If not needed it has been destroyed, otherwise it had been archived.

1. **General Communications**

Councillors use dedicated emails to contact one another about council business. Any sensitive data that needs to be sent will be sent via password protection via email.

1. **Publications produced**
2. **Minutes and Agendas**

These are available on the public website. Any papers that are distributed are shredded after the meeting, they are not retained by Councillors.

1. **Standing Orders and Financial Regulations**

Model documents with no security connotations, all on website.

1. **Notices, surveys, newsletters**

A newsletter is sent out 3- 4 times a year, some of which are sent electronically, held on an encrypted computer, this is held by a councillor who deals with the newsletters. Consent is being regained annualy.

1. **Policies**

The Parish maintains a range of policies regarding retention, privacy, codes of conduct etc. and that these public policies are available on the website.

1. **Website**

The website is maintained by the clerk, but is hosted by Vision ICT. The clerk has contacted Vision ICT to make sure that they store/back up within the UK/EU, and are GDPR compliant.

1. **Shredding**

The Council has a contract with Shred It for the secure shredding of all paper as required by the Clerk. The council shred its unneeded data once a year, or when needed. The clerk is obtaining a processor agreement with them.

1. **Retention Policy**

The council have a retention policy in place, data is either held for 6 months, 7 years or indefinitely. The retention policy is on the website.

1. **Backup**

The clerk holds an encrypted hard drive, this is kept at a separate address.

1. **Action if you are breached**

If you become aware of a breach contact Satswana immediately by phone and/or email and they will report it to the ICO on your behalf as well as taking action to assist you to remediate the issue. You should maintain a record of any such breaches.

1. **Password policy**

Passwords are changed on a regular basis, the only other person who is aware of these passwords is the chairman.

1. **Policy documents**

There is an imperative created by GDPR to review almost every document, contract and policy design that will have built up over the years. The aim is to positively approach all your connections with the PR benefit that your actions in doing so bring to them, as in the protection of personally identifiable information. You will wish in most instances to include statements regarding the specific use of data and also a means of obtaining and recording their future consent to your requirements.

**RECOMMENDATIONS**

1. Review all supplier contracts and interactions with the aim of moving to a GDPR compliant wording that saves you work and ensures you are operating with consent
2. Consider how you can use a revised and reconsidered privacy policy as a transparent message, on documents and your website
3. What is your policy in response to a demand that data should be deleted? Can you do so? Prepare a plan and publish it as transparently as possible, not least as a means of responding to aggressive subject access requests
4. **Shared data**

The clerk is obtaining processor agreements with all third parties in which data is shared with.

1. **Subject access request**

We expect properly constructed policies and an active engagement with external parties to minimise the likelihood of aggressive and litigious SAR’s, but if you do get one please contact us so that we can provide support in response.

1. **Security and encryption**

The clerk uses a separate laptop for parish business and the laptop is encrypted with regular password changes.

1. **Summary**

The Parish has all the expected situations that will be found all over the Country from a historical structure that has developed over time, though you have embraced digital advances impressively. It is essential however to move further away from paper records into secure digital records, and to review your consent to hold data where required.