

General Data Protection Regulations (GDPR)

Councillor template for processing personal data

As a district councillor I understand that I am a Data Controller for the purposes of managing personal information received in correspondence with local constituents or from others. This means that I am required to comply with the data protection principles set out in the GDPR and UK legislation. The following template sets out how I will meet my legal obligations.

GDPR Principle	Processing
<p data-bbox="202 618 564 685">Lawfulness, Fairness and Transparency</p> <p data-bbox="202 723 655 853">Personal data shall be processed lawfully, fairly and in a transparent manner in relation to the data subject.</p>	<p data-bbox="713 618 1369 748">I will regularly receive correspondence containing personal information which might be sent to me in my capacity as a local district councillor or by a local constituent or others.</p> <p data-bbox="713 786 1362 954">In such circumstances the lawful basis for processing will normally be Article 6(e) of the GDPR - 'Necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller'.</p> <p data-bbox="713 992 1374 1153">I understand that in using this basis for processing no consent will be required from the individual for onward sharing, although I will endeavour to keep the individual informed about other organisations with whom I have shared information.</p> <p data-bbox="713 1191 1377 1559">From time to time correspondence might contain 'special category' data, for which a separate lawful basis must be applied. 'Special category' is defined in the regulations as personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.</p> <p data-bbox="713 1597 1378 1897">Under normal circumstances the basis for processing will normally be Article 9(g) of the GDPR - 'Processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject'.</p>

	<p>I refer to the privacy notice on the councillor profile page which sets out to member of the public how I will use the personal data which has been supplied to me.</p>
<p>Purpose Limitation</p> <p>Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.</p>	<p>I understand that I will only use the personal data provided to me for the purposes for which it has been collected and not for any unrelated purposes. I will not use the data provided for any other purpose without the consent of the individual.</p>
<p>Data minimisation</p> <p>Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed</p>	<p>Personal information about any individual provided to me in the course of correspondence which is not required for the purposes of dealing with the request will not share or copied. Where practicable, I will take steps to remove, redact or delete it before sharing. Information provided about other individuals will not be shared without their permission.</p>
<p>Accuracy</p> <p>Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay</p>	<p>I understand that I have a responsibility to keep an individual's personal information up to date if circumstances change. I will do this by adding updates to my records.</p>
<p>Storage limitation</p> <p>Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed</p>	<p>As a matter of principle, I will not retain information for longer than necessary. In order to manage this effectively I will review all records containing personal information held on email and in paper files every 6 months and delete those that are no longer needed.</p> <p>Personal information held that relates to live cases will be reviewed annually and deleted if no longer relevant or where retention is no longer justified.</p> <p>Thereafter, all emails retained on a council supplied email address will be scheduled for automatic deletion after 4 years, or 5 days after I cease to be councillor, whichever is the sooner.</p>

<p>Integrity and confidentiality</p> <p>Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures</p>	<p>Paper records containing personal information will be stored securely in a lockable filing cabinet or similar.</p> <p>Information stored electronically will be held securely on the council network so that compliant security controls can be applied to information stored on councillor email accounts. Devices will be password protected. Laptops and other devices used to access my council email account will be suitably encrypted, password protected and supplied with MDM software.</p>
<p>Accountability</p> <p>The controller shall be responsible for, and be able to demonstrate compliance with the principles.</p>	<p>In following this guidance I have set out how I intend to comply with the data protection principles set out in the GDPR and UK legislation.</p>