

## **GDPR Compliance Activities**

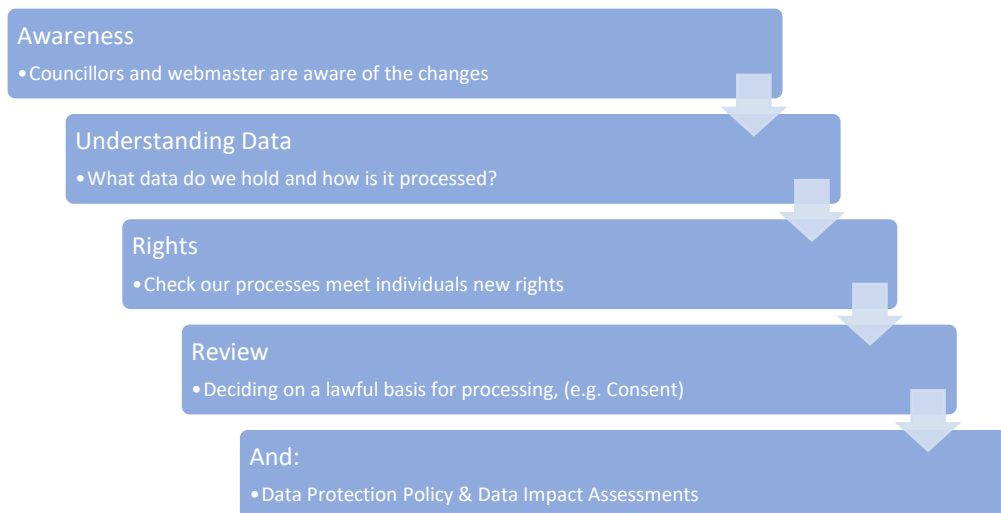
General Data Protection Regulations took effect on 25 May 2018. Along with the Data Protection Act 2018, it replaces the existing law on data protection (the Data Protection Act 1998) and gives individuals more rights and protection regarding how their personal data is used by councils.

As the Information Commissioner, Elizabeth Denham noted in her spring '18 interview with the National Association of Local Councils (NALC)

*"There isn't a deadline in the sense that if you're not compliant by 25 May, then that's it, you've missed your chance. You'll continue to identify and address emerging privacy and security risks in the weeks, months and years beyond May 2018".*

NALC have published a very useful toolkit, and there are many ongoing training sessions and Frequently Asked Questions (FAQs) and responses on the Suffolk Association of Local Councils (SALC) website.

SALC recommends a five step approach, breaking down the steps Parish Councils need to take as part of working towards compliance:



The next stage for Drinkstone Parish Council is to review the data that the Council holds, both in digital and hard copy formats.

As part of this, SALC strongly recommends that the following documents are completed – this will help establish a clearer picture of the data that is held, and what processes may need reviewing to meet individuals new rights.

- Data Audit Questionnaire
- Register of Processing
- Data Protection Impact Assessment (DPIA) Assessment Checklist

Completing all of the above will help us to develop an action plan and check how our processes meet individuals' new rights (for example, publishing an appropriate Privacy Statement on our documents and the parish website).

Each month the Parish Clerk will provide a report on the work that has been completed and the next steps.