

**HAWKHURST PARISH COUNCIL****General Data Protection Regulations (GDPR) ACTION PLAN – Updated January 2020****Introduction**

In June 2018 the Council adopted a series of policies, see below

“Hawkhurst Parish Council adopts the draft GDPR Employee Privacy Notice, Privacy Statement, Privacy Notice for Suppliers, Recruitment Privacy Notice, Subject Access Notice and Questionnaire, Basic Consent Privacy Notice, Councillor Privacy Notice and Information Form, Data Breach Procedure and Data Protection Policy.”

As required, this is a review of the current position.

**Update**

The Data Protection Officer (DPO) is Mr P Russell of Microshade – the IT support company. There are a few outstanding issues:

**1. Councillor use of personnel email addresses**

The Council adopted a new domain and the role out of the new email addresses has been mixed. This is a vitally important that councillors use the new parish council email address from 13th January 2020. During early 2020 we will improve access to Ipads / phones etc. as required.

We are also investigating the use of a “VSM” (Mini website) which Councillors can have access to for agendas reports etc., the cost of this is in the region of £300 per year. In addition, a neighbouring Parish Council is undertaking a pilot of paperless working, where emails and a “Parish Council tablet” for reports and email for Councillor to use. Depending on results of the pilot it is proposed to investigate this further.

**2. Training of new Councillors**

New Councillors induction includes a session on GDPR but this is really awareness rather than training.

It is proposed that after the Parish Council election in May 2020, Hawkhurst hosts a GDPR training course for all Councillors.

**3. Conduct a cost-benefit analysis for providing data subjects with online access to their information.**

Following discussion with the DPO it is felt that this is not required for Hawkhurst Parish Council. The requirement is really aimed at large Borough or County Councils that deal with safeguarding issues. We hold minimal, limited data in comparison and this action does warrant expenditure (setting up resident’s individual accounts and controls on access etc.) Therefore, it is proposed to drop this action

The full GDPR action plan is set out below

### Recommendation

It is recommended by SAP Committee that

- The updated action plan is noted
- That implementation of the new email address is adhered to from 1<sup>st</sup> January 2020.
- That all Councillors are given GDPR training after the May 2020 election
- That the “cost-benefit analysis for providing data subjects with online access to their information” action is removed from the action plan
- That the website information is amended accordingly

### Hawkhurst Parish Council GDPR action plan December 2019

Requirement	Recommendation	Action	Ownership	Completion Date	Update	RAG Rating
<b>Awareness</b>	Ensure key decision-makers are aware of the law changing to the GDPR and the likely impact, particularly in areas likely to cause compliance problems or resource issues.	Report to Full Council	Clerk	JUNE-18	Adopted June 2018	
<b>Undertake a Personal and Information Audit</b>	Document where personal data is held, its origin and with whom data is shared.	Carry out personal data audit	Contractor	MAY-18	Audit completed June 2018.	
<b>Data Protection Policy</b>	Update existing policy or adopt a new policy	Develop revised policy	Clerk	JUNE-18	Adopted June 2018	

<b>Privacy Notices</b>	Review privacy notices and update to include the requirement to explain in a short, simple and clear manner the legal basis for processing data, data retention periods and the right to complain to the ICO. Privacy notices aimed at children must be written so that a child can understand it.	As part of the Information Audit identify what is in place and where notices need to be updated. Further identify areas where no privacy notice is being used and develop notices as required	DPO and Clerk	May-18	Initially from 25/05/18.  Each new councillor signs one and all updated December 2019	
<b>Individuals' Rights</b>	Policies and procedures should be checked to ensure they cover how to properly manage a request from an individual seeking to exercise their GDPR rights, including rights to correct inaccurate data, request to see their information and to preventing profiling.	Develop policy to update personal information, erasure, restriction and rectification. Prevent profiling.	DPO and Clerk	JUNE-18	Adopted June 2018	
<b>Subject Access Requests</b>	Update policies and procedures in relation to subject access requests, and provide data subjects with extra information, such as on data retention periods and right to have inaccurate data corrected. Manifestly unfounded or excessive requests may be charged for or refused.	Update as part of the Data Protection Policy and adopt a procedure for Subject Access Requests including letter templates and policy to justify refusing excessive requests.	DPO and Clerk	JUNE-18	Adopted June 2018	

<b>Legal Basis for providing personal data</b>	Examine the types of data processing the council carries out and document the legal basis for carrying out each type of processing (broadly the same as those in the DPA), which will also assist with meeting GDPR accountability requirements.	Personal Data Audit	DPO and Clerk	MAY-18	Adopted June 2018	
<b>Consent</b>	Review how consent is sought, obtained and recorded and consider whether alterations or alternatives to consent mechanisms are necessary to meet the GDPR requirements and to provide an audit trail for demonstrating consent.	Personal Data Audit	DPO and Contractor	MAY-18	Adopted June 2018	
<b>Children</b>	Organisations should consider systems to use for verifying individuals' ages and to obtain parental or guardian consent, which the GDPR will require to lawfully processing a child's data.	Personal Data Audit	DPO and Clerk	MAY-18	Adopted June 2018	
<b>Data Breaches</b>	Ensure procedures are in place to detect, report and investigate a personal data breach, and report them to the ICO under new mandatory reporting if they reach a certain threshold.	Data Protection Policy and develop a data breach procedure as a separate policy	DPO and Clerk	MAY-18	Adopted June 2018.	

	Document the types of personal data held which would fall within a notification requirement.	Personal Data Audit	DPO and Clerk	MAY-18	Adopted June 2018	
<b>Data Protection by Design</b>	Adopt a privacy by design and data minimisation approach to all activities involving data processing, as this will be compulsory under the GDPR	Update as part of the Data Protection Policy and adopt a procedure for Subject Access Requests	DPO and Clerk	MAY-18	Adopted June 2018	
<b>Privacy Impact Assessments</b>	Assess situations where it will be necessary to conduct a PIA (that is, where data processing is high risk, for example, where a new technology is being used or the commencement of a new project/service). Determine who will conduct it and who needs to be involved.	Include in data protection policy. Separate procedure and PIA template has been developed.	DPO and Clerk	JUNE-18	Adopted June 2018.	
<b>Data Protection Officer</b>	Designate a Data Protection Officer.	Appoint a DPO and provide sufficient support to enable role to be undertaken	Clerk	MAY-18	DPO appointed.	
	Ensure the Data Protection Officer is appropriately qualified, effectively supported and has appropriate authority within the organisation.	Provide appropriate training, assess support required and ensure the DPO has the necessary authority.	Clerk	MAY-18	DPO meets requirements.	

	Decide where the Data Protection Officer will fit within the organisation's governance structure.	Develop protocol to outline who the DPO will report to (staff Committees/Council)	Clerk	MAY-18	Contractor DPO will liaise with Clerk and Council as required.	
<b>International</b>	Determine which data protection supervisory authority applies to it, if it operates internationally. This will depend on where its "main establishment" is, that is, where its main administration is located or where decisions about data processing are made.	The Council does not operate internationally. Assess how data storage on cloud-based systems may be affected regarding EU and international data protection standards and agreements.	DPO and Clerk	MAY-18	Completed	
<b>Training &amp; Awareness</b>	Provide training and awareness to all staff on new regulations.	Provide as appropriate	DPO and Clerk	June-18	completed.	
	Provide training and awareness to all Councillors on new regulations.	Provide as appropriate	DPO and Clerk	June-18	Initially completed, and recent Cllrs updated. However, further training after next election	
<b>Contracts</b>	Update contract templates for compliance with GDPR	Future contracts to include GDPR compliance template	DPO and Clerk	JUNE-18	Draft developed	
	Notify existing suppliers as appropriate that they must now be compliant with GDPR	Seek confirmation from all suppliers.	DPO and Clerk	JUNE-18	Draft developed	

## 2020 - Actions

<b>Communication</b>	Only use Cllr Hawkhurst-pc.gov.uk email address	Only use Cllr Hawkhurst-pc.gov.uk email address	Clerk	Jan 2020	Done	
	Investigate use of Cllr tablets / mini website etc.	Investigate use of Cllr tablets / mini website etc.	Clerk	April 2020	Investigate options for SAP meeting in April	
<b>Training and awareness</b>	Provide training and awareness to all Councillors on new regulations.	Provide as appropriate	DPO and Clerk	June-20	GDPR training after next election for all Cllr	