

Committee	COUNCIL
Date	12th February 2018
Agenda Item	15

Data Protection

On 23 January 2018 the Clerk attended training on the new legislation being brought in, the General Data protection regulations. These will come into force in May 2018, and represent an update on the Data Protection Act of 1998. The training was provided by the Essex association of Local Councils. The purpose of the new legislation is mainly to clamp down on those organisations which hold, and may pass on, huge amounts of data, and to cope with the changes brought in by the digital age. Holding data of any kind is classed as processing it.

Local Councils are therefore encouraged to carry out a Data Protection Audit of the various small databases which they hold. In our case, we hold databases of those who have allotments and car park permits, or who come to the senior citizen parties, but we do not share their contact details with anyone else, and are unlikely to be breaking the regulations. All data must be processed lawfully with the consent of the person to whom it belongs. It must be collected and used for a specific purpose, and kept up to date. The data must not be kept when it is no longer needed. It must be stored securely.

The Clerk is and will remain the Data Controller. Councils have been informed that the Data Controller cannot also be the Data Protection Officer, as this would represent a conflict of interest. It has been suggested that for relatively small councils such as ours, the Internal Auditor be asked to become also the Data protection officer. I have asked Mike Letch, our internal auditor, and he has agreed to carry out these duties for a small additional fee..

Recommendation : that HTC notes this report and appoints internal auditor Mike Letch as the Data Protection Officer for HTC.



S Greateorex
Town Clerk