

Chelmondiston Parish Council

www.Chelmondiston.suffolk.gov.uk

Chairman: Cllr. David Cordle, 'Trelowena', Hill Farm, Chelmondiston IP9 1JU

Parish Clerk: Mrs Jill Davis, 'Michelle', Church Road, Chelmondiston IP9 1HT

e-mail: clerk@chelmondistonpc.info or Tel: 01473 780159

Technical and Organisational Safeguards 2018

- ✓ Keep the formats the Council use for capturing and collating data to a minimum
- ✓ Ensure the Council only captures the information you need to carry out the process (minimisation) – once the process is complete do you need to keep the information (retention)
- ✓ Restrict access to the information to only those who need it
- ✓ Ensure everyone follow the Councils retention and disposal procedures in regards to the information you hold
- ✓ Secure personal information, in particular special categories of information by encryption (if possible) or at least password protect sensitive spreadsheets and word documents. Keep sensitive hard copy in lockable storage when not in use
- ✓ Ensure information is backed up to minimise the risk of corruption and unavailability – consider the risk to your business processes if hard copy information suddenly became unavailable
- ✓ Contracts and Data Sharing Agreements – make sure third parties (internal and external if necessary) are aware of their responsibilities in regards to data privacy and the possible consequences if they are not. The Council cannot abdicate responsibility.
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- ✓ Carryout Data Protection Impact Assessment (Data Protection by Design) and IT security assessment
- ✓ Conduct regular reviews of the personal data we process and update our documentation accordingly
- ✓ The Clerk is the first point of contact for data protection