

# ST KEW PARISH COUNCIL



**Chairman:** Cllr John Lethbridge

**Clerk:** Cindy Powell, Rockhurst, Trethurgy, St Austell PL26 8YF

Email: [stkewpc@gmail.com](mailto:stkewpc@gmail.com): Tel 07988 451241

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A Meeting of St. Kew Parish Council will be held in St. Kew Parish Hall on Tuesday 10th July 2018 commencing at 7.30 p.m. Members of the public are welcome to attend.

**The Meeting will open for discussion period between members of the Public and the Council, this period is limited to a maximum of fifteen minutes**

## A G E N D A

1. **PUBLIC DISCUSSION**
2. Chairman's announcements and apologies for absence.
3. County Councillor and Police Reports
4. To consider and approve the Minutes of the previous Parish Council Meeting.
5. Matters Arising.
6. Correspondence
  - a) Code of Conduct Training
  - b) Any other important items of correspondence which the Chairman considers appropriate.
7. **Planning Applications**

**PA18/05235 – Mr A Hawkey, Penpont Farm, Chapel Amble**  
Section 1 of new range of beef buildings

**PA18/05446 – Ms C Hill – The Bothy, Hendra Lane St Kew**  
Certificate of lawfulness for existing use of the building known as The Bothy, Hendra Lane as an independent dwellinghouse

**Planning Decisions**

**PA18/03157 – Mr & Mrs Garland, Campion Cottage, Pendoggett**  
Erection of a pre-fabricated granny annexe for ancillary residential use associated with the dwelling  
**APPROVED**

**PA18/00949 Mr J Brown Benbole Farm St Kew Highway**  
Change of use from agricultural land to site 2 mobile temporary glamping accommodation units from May to September with composting toilet and solar shower. **APPROVED**

**PA18/00267 J M and M J Cleave, Land West of Meadow Views, Tregellist Rd St Kew**  
Removal of existing agricultural buildings and construction of 2 no. 4 bedroom dwellings with garages  
**APPROVED**
8. Schedule of monthly accounts June
9. Local Government Boundary Commission – Electoral Review consultation
10. GDPR – Action plan
11. Common Land – Chapel Amble – Footpath 18
12. St Kew Churchyard
13. Monthly meeting possible time change
14. Parish Councillor reports and any other matters
15. Items for Pieces of Eight
16. Register of gifts and hospitality for Councillors and staff.
17. Parish Councillor reports and any other matters

# ST KEW PARISH COUNCIL



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Tel: 07988 451241 Email: stkewparish@gmail.com  
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## **Minutes of the Meeting of St Kew Parish Council Meeting held on Tuesday 12<sup>th</sup> June 2018 at 7.00 pm in St Kew Parish Hall**

**Present** Councillors J Lethbridge, R Godden, T Mott, J Rowe,

**Apologies:** County Councillor S Knightley, Cllr J Rickard, A Godden, B Finnemore,

15 members of the public were present.

### **5031. PRESENTATION OF PARISH AWARDS**

The Chairman opened the meeting and said that this year there were three nominations for Awards. It was decided that all three should be awarded. One of the recipients was not able to attend this evening, but the Chairman was pleased to announce that Mrs Marion Dingle and Mrs Shirley Rowe should both be presented with Lifetime Awards. Mrs Dingle as secretary for the Community Hall and as Chapel Steward for many years and Mrs Rowe as the booking secretary for the Community Hall for the past 36 years.

### **5032. Adjournment**

None to report

### **5033. Chairman's announcements and apologies for absence.**

### **5034. Council Meeting Minutes – To confirm and sign the Minutes of the Parish Council Meeting on 8<sup>th</sup> May 2018**

Proposed by Cllr R Godden seconded by Cllr T Mott it was AGREED that the Minutes of this meeting be a true and accurate record. All present at the meeting in favour.

### **5035. Matters Arising**

None

### **5036. Correspondence**

The Clerk read an open letter to Councillors from Cllr P Wills, Chair of the Cornwall Council Standards Committee. This gave an overview of the works undertaken by the Committee and how the Committee is comprised and represented. The works are varied but primarily to oversee complaints lodged against Town and Parish Councillors which have been increasing but not upheld. All Councillors were urged to obey the Code of Conduct, treat fellow Councillors with respect and resolve issues locally rather than lodge an official complaint. Examples of previous complaints were distributed.

Local Government Boundary Commission Review - The Clerk has distributed the proposals for the new boundaries and gave details of the consultation closing dates. It was agreed, as St Kew seems to be divided yet again to put this matter on the next Agenda.

Mr T Renals – Common Land consultation.

An email was received from Mr Renals regarding improvements to his access to Rose Cottage Tregellist. It was proposed by Cllr R Godden and seconded by Cllr Mott that the Council had no objections provided that the access was no wider than 3 metres and that there was no parking on any of the access roads.

## **5037. Planning Notices**

### **Planning Applications**

#### **PA18/03637 - Mr D Wellington - Land North Of Trelulla ,Trelill Road**

Application for reserved matters following Outline Approval PA16/01650: Construction of a single detached dwelling and garage.

Cllr J Rowe declared an interest and left the chamber. This was viewed by Cllrs Rickard and Mott. It was proposed by Cllr Mott and seconded by Cllr R Godden that the Parish Council supports this application. All in favour. Cllr Rowe returned.

#### **PA18/03157 – Mr & Mrs Garland, Campion Cottage, Pendoggett**

Erection of a pre-fabricated granny annexe for ancillary residential use associated with the dwelling

Viewed by Cllr Rowe and R Godden. Proposed by Cllr Rowe and seconded by Cllr R Godden that the Parish Council supports this application. All in favour.

### **Planning Decisions**

#### **PA18/02907 - St Kew Inn Churchtown St Kew**

Tree works to three trees within a conservation area namely: Large Ash, Weeping Willow and Large Beech. - **APPROVED**

#### **PA18/02964 Mr K Godfrey St Kew Service Station St Kew Highway**

Proposed extension to provide storeroom - **APPROVED**

#### **PA18/02533 Mrs Priscilla Hannam, Pendoggett House Pendoggett Road**

Demolition and replacement of existing conservatory - **APPROVED**

#### **PA18/00597 Fore Investments [UK] Land West Of Cornish Arms Pendoggett Road**

Outline application for the erection of a dwelling- **APPROVED**

#### **PA17/12200 Mr J Brown, Land South West of St Kew Golf Club**

Erection of six holiday cottages - **APPROVED**

## **5038. Schedule of Monthly Accounts**

Proposed by Cllr T Mott and seconded by Cllr Rowe that the May monthly accounts be approved en bloc. All in favour

## **5039. General Data Protection Regulation**

Cllr Mott has received details of a quote of data audit package to ensure compliance to GDPR in the sum of £175 from Microshade. Cllr Mott proposed acceptance of the quote seconded by Cllr R Godden. All in favour

## **5040. Website hosting**

Cllr Mott advised that the Council should change the service provider of the Parish Council website to ensure GDPR compliance. It was proposed by Cllr R Godden and seconded by Cllr Rowe that Cllr Mott continues with this matter. All in favour.

Cllr Mott received thanks for his excellent work and informative communication to ensure that St Kew is acting correctly.

## **5041. Litter in Parish and working party days**

The Parish Council were advised of a litter clean day to be held in the Playing Fields on 23<sup>rd</sup> June. This will be printed in the Parish Magazine and it is hoped that further days to continue as a "spin off". Litter emanating from Subway and the fish shop are a concern. **ACTION:** Clerk to write to Eurogarages

## **5042 Tree warden**

An email was received requesting a volunteer from the parish to act as a Tree Warden. As St Kew already has a warden it was decided that this is unnecessary.

**5043. Parish Councillor Reports and any other matters**

**Cllr Mott** complained of dogs mess in the Churchyard and glass jars on the headstones.

**Cllr Rowe** reported the upper churchyard bins were overflowing and headstones had been damaged by a strimmer. Cllr R Godden agreed that it was in a disgraceful state.

She also enquired regarding the delineation markings when exiting the services at Highway.

**ACTION:** Clerk to chase.

**Cllr R Godden** advised that the tree by the bridge and the wall at the top of the pub hill were still a hazard. **ACTION:** Clerk to write to Mr Chadwick

**5044. Items for Pieces of Eight**

Results of Parish Award

Boundary commission

Litter clearance

**5045. Register of gifts and hospitality for Councillors and Staff**

None to report.

There being no further business, the meeting closed at 20.18

DRAFT

Mrs Cindy Powell  
Clerk To St Kew Parish Council  
Rockhurst  
Trethurgy  
St Austell  
PL26 8YF

**Your ref:**  
**My ref:** PA18/05235  
**Date:** 14 June 2018

Dear Mrs Powell

<b>Application</b>	PA18/05235
<b>Proposal</b>	Section 1 of new range of beef buildings
<b>Location</b>	Penpont Farm Chapel Amble Wadebridge Cornwall
<b>Applicant</b>	Mr A Hawkey
<b>Grid Ref</b>	199975 / 75184

The above-mentioned application has been received by the Planning and Sustainable Development Service and is available for you to view and submit comments through the "Consultee Access Site".

1. You can access the application on which we are inviting your comments using the following link: <http://planning.cornwall.gov.uk/online-applications>
2. Retrieve the application by entering the reference quoted above and then clicking the "Search" button.
3. Details can then be found by clicking the "Documents" tab and then selecting "View Associated Documents".
4. If possible we would prefer that comments are submitted online by registering then selecting the "submit comments" icon and completing the online form which will immediately update our database and ensure that your comments are made available to the public.

If your response is likely to be longer than the equivalent of one side of A4 paper, please also submit a short executive summary of your comments.

If you are unable to submit comments online, any views you may have on the application should be emailed to [planning@cornwall.gov.uk](mailto:planning@cornwall.gov.uk) quoting reference number PA18/05235 by 5 July 2018.

In accordance with Section 47 of the Copyright, Design and Patents Act 1988 Cornwall Council, as the Local Planning Authority, gives permission for Town and Parish Councils to reproduce planning applications if they are to be used in any format at their meetings (projecting paperless plans or hard copy).

Kind regards

**Samantha Hewitt**  
**Development Officer**  
**Planning and Sustainable Development Service**  
**Email: [planning@cornwall.gov.uk](mailto:planning@cornwall.gov.uk)**  
**Tel: 01208 265613**



Mrs Cindy Powell  
Clerk To St Kew Parish Council  
Rockhurst  
Trethurgy  
St Austell  
PL26 8YF

**Your ref:**  
**My ref:** PA18/05446  
**Date:** 20 June 2018

Dear Mrs Powell

**Application** PA18/05446  
**Proposal** Certificate of lawfulness for existing use of the building known as The Bothy, Hendra Lane, St Kew as an independent dwellinghouse  
**Location** The Bothy Hendra Lane St Kew Bodmin  
**Applicant** Ms C Hill  
**Grid Ref** 202191 / 75195

The above-mentioned application has been received by the Planning and Sustainable Development Service and is available for you to view and submit comments through the "Consultee Access Site".

1. You can access the application on which we are inviting your comments using the following link: <http://planning.cornwall.gov.uk/online-applications>
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3. Details can then be found by clicking the "Documents" tab and then selecting "View Associated Documents".
4. If possible we would prefer that comments are submitted online by registering then selecting the "submit comments" icon and completing the online form which will immediately update our database and ensure that your comments are made available to the public.

Please note that an application for a certificate of lawful development is determined under delegated powers and is assessed on matters of fact only, the planning merits of the development cannot be taken into consideration. If your response is likely to be longer than the equivalent of one side of A4 paper, please also submit a short executive summary of your comments.

If you are unable to submit comments online, any views you may have on the application should be emailed to [planning@cornwall.gov.uk](mailto:planning@cornwall.gov.uk) quoting reference number PA18/05446 by 11 July 2018.

In accordance with Section 47 of the Copyright, Design and Patents Act 1988 Cornwall Council, as the Local Planning Authority, gives permission for Town and Parish Councils to reproduce planning applications if they are to be used in any format at their meetings (projecting paperless plans or hard copy).

Kind regards

**David Tapsell**

**Senior Development Officer**  
**Planning and Sustainable Development Service**  
**Email: [planning@cornwall.gov.uk](mailto:planning@cornwall.gov.uk)**  
**Tel: 01208 265669**



# **PAYMENT SCHEDULE FOR St KEW PARISH COUNCIL**

**June 2018**

## **Payments to be agreed**

<b>Date</b>	<b>Payment</b>	<b>Cheque No.</b>	<b>Amount</b>
30/06/18	Aalgaard Renshaw Auditors	1273	150.00
30/06/18	Revenue & Customs	1274	40.20
30/06/18	Mrs C Powell Salary	1275	160.80
30/06/18	Parish Award materials	1276	25.00
		<b>Total</b>	<b>£ 376.00</b>

# ST KEW PARISH COUNCIL

General Data Protection Audit Report and Action Plan for St Kew Parish Council –  
June 2018

*GDPR Audit Report  
June 2018 Version  
One*

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## **1. INTRODUCTION**

- 1.1 The General Data Protection Regulations (GDPR) and the Data Protection Act 2018 has now replaced the Data Protection Act 1998. The new Act and Regulation was enacted in the United Kingdom from 25<sup>th</sup> May 2018.
- 1.2 GDPR introduces a number of new requirements, including changes to privacy notices, consent and requests to view personal data. These requirements are encapsulated in a new Data Protection Act 2018.
- 1.3 The Data Protection Act can be viewed by accessing the following link:  
[http://www.legislation.gov.uk/ukpga/2018/12/pdfs/ukpga\\_20180012\\_en.pdf](http://www.legislation.gov.uk/ukpga/2018/12/pdfs/ukpga_20180012_en.pdf)
- 1.4 This audit aims to review the existing mechanisms within your organisation for processing personal data. At the end of the audit there will be some actions that you will need to carry out to ensure that you are compliant with the new Regulations.
- 1.5 The audit is in 4 parts:
  - Identification of what personal data is held
  - Collection of personal data
  - Records management
  - Information sharing
- 1.6 Some of the information will be used to create an information asset register showing what information the council holds, so that you can demonstrate that you know where your personal data is held.
- 1.7 An Action Plan has also been developed to identify the initial findings of the audit and to outline actions that need to be taken so that the Council becomes fully compliant with GDPR, and to ensure that the potential of a data breach is reduced.

## **2. IDENTIFICATION OF PERSONAL DATA HELD**

- 2.1 In order to carry out its functions and deliver its services St Kew Parish Council does collect personal data.
- 2.2 The following areas collect personal data within the Parish Council:
  - Finance & Administration
  - Democratic Services
  - Open spaces
  - Complaints/Enquiries
  - Residents
- 2.3 Data storage for St Kew Parish Council is located at the Clerk's home: Rockhurst, Tregurthy, St Austell PL26 8YF.
- 2.4 The table below is an overview of the Parish Council's infrastructure and areas that generates the collection of personal data:

<b>Service Area</b>	<b>Description</b>
<b>Brief description of services delivered</b>	<ul style="list-style-type: none"> <li>•</li> <li>• Planning matters (acting as a consultee on planning applications for the planning authority)</li> <li>• Website</li> <li>• Grass cutting</li> <li>• Footpath maintenance</li> <li>• Churchyard maintenance</li> <li>• Common</li> <li>• Awards</li> </ul>
<b>Councillors</b>	7
<b>Staff</b>	1
<b>Volunteers</b>	Ad hoc
<b>Details of current contractors and service providers</b>	<ul style="list-style-type: none"> <li>• MicroshadeVSM (GDPR)</li> <li>• Grass cutting</li> </ul>

2.5 Classes of Records are descriptions of all records and information created, captured and maintained by the Parish Council as evidence of the administration of a particular program, activity and sub-activity specific to the Parish Council. The following classes of records are collected by the Parish Council:

- Employee personal information
- Councillor personal information
- Complainants, resident and visitor enquiries
- Electoral register

2.6 The following table outlines the personal information the Parish Council collects:

<b>Department</b>	<b>Data Collected/Stored</b>
<b>Human Resources</b>	Employee information
	Recruitment information
	Disciplinary & Grievance
	Accidents
<b>Civic</b>	Councillor details
	Councillor Register of Interests
	Councillor Expenses
<b>Administration</b>	Residents' complaints/enquiries
	Freedom of Information/Data Protection
	Electoral Register
	Agenda distribution lists
<b>Finance</b>	Contractors/suppliers

<b>Recreation &amp; Amenities</b>	Service complaints
	Accidents

2.7 The Community Council keeps both electronic and paper based records in the following formats. It has 1 laptop computer in the Clerk's home and one i-pad:

<b>Paper:</b>	<b>Electronic:</b>
Loose papers	Word
Loose papers in folder	Excel
Cardboard files	Memory sticks
Ring Binders	Adobe (PDF)
Lever arch files	Emails
	Website

2.8 The following personal data is collected by the Parish Council:

- Full name
- Contact details
- Financial details
- Employment details
- References
- Goods and services provided
- Photographs

**Action:**

- To include privacy notices on all forms the Council utilises;
- To provide an opportunity, where applicable, for the person to give their explicit consent;
- To ensure that the privacy notice and statement is clear, transparent and easy to understand;
- To ensure that a Data Protection Policy, a Data Breach Procedure and a Subject Access Request procedure has been adopted by Council;
- To ensure that all contractors and organisations are observing the new GDPR requirements.

2.9 Biometric data includes technology that identifies employees based on physical characteristics, such as fingerprints, iris colour, or voice recognition. The most common use of biometric data at present is fingerprints (smartphone access) and voice recognition. The Parish Council does not currently collect biometric information.

2.10 Personal information is updated on an ad-hoc basic when up to date personal data is received. There is no adopted procedure in place to update information across the Parish Council on a regular basis.

2.11 The Parish Council does not provide any services that require or use automated decision making and it does not undertake customer profiling.

### 3. COLLECTION OF PERSONAL DATA

3.1 The Parish Council collects the following personal data for the purposes outlined below:

<b>Class of Record</b>	<b>Purpose</b>
Personnel Records	<ul style="list-style-type: none"> <li>• To keep a record of all staff employed by the Parish Council;</li> <li>• Contract requirement</li> <li>• Health &amp; Safety;</li> <li>• Insurance;</li> <li>• Legal requirement.</li> </ul>
Councillor personal information	<ul style="list-style-type: none"> <li>• To deliver democratic representation as part of the LGA 1972;</li> <li>• To provide open and transparent governance;</li> <li>• Health &amp; Safety;</li> <li>• Insurance</li> </ul>
Complaints	<ul style="list-style-type: none"> <li>• Procedure in place;</li> <li>• Service delivery;</li> <li>• Improving, developing and addressing service issues;</li> <li>• Improving the Parish Council.</li> </ul>
Residents	<ul style="list-style-type: none"> <li>• Service delivery;</li> <li>• Improving, developing and addressing service issues;</li> <li>• Electoral roll;</li> <li>• Improving the Parish Council.</li> </ul>
Mailing Lists: <ul style="list-style-type: none"> <li>• Councillors</li> </ul>	<ul style="list-style-type: none"> <li>• Service delivery;</li> <li>• Improving, developing and addressing service issues;</li> <li>•</li> </ul>
Contractor information	<ul style="list-style-type: none"> <li>• To keep a record of all contractors providing services for and on behalf of the Parish Council;</li> <li>• Emergencies;</li> <li>• Repairs, renewals, maintenance;</li> <li>• To pay outstanding accounts;</li> <li>• Contract requirement;</li> <li>• Health &amp; Safety;</li> <li>• Insurance;</li> <li>• Legal requirement.</li> </ul>
Annual Parish Meeting	<ul style="list-style-type: none"> <li>• Service delivery</li> <li>• Record of Attendees</li> </ul>

	<ul style="list-style-type: none"> <li>• Awards</li> </ul>
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3.2 The lawful basis for collecting information are as follows. At least one of these must apply whenever you process personal data:

- (a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.
- (b) Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.
- (c) Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations).
- (d) Vital interests: the processing is necessary to protect someone’s life.
- (e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
- (f) Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual’s personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

3.3 The legal basis for collecting the personal information is as follows:

<b>Class of Record</b>	<b>Legal Basis</b>
Personnel Records	<ul style="list-style-type: none"> <li>• Public Task;</li> <li>• Contractual necessity;</li> <li>• Compliance with legal obligation;</li> <li>• Vital Interests.</li> </ul>
Complaints/FOI/GDPR	<ul style="list-style-type: none"> <li>• Public Task;</li> <li>• Compliance with legal obligation;</li> <li>• Explicit Consent.</li> </ul>
Councillor personal information	<ul style="list-style-type: none"> <li>• Public Task;</li> <li>• Contractual necessity;</li> <li>• Compliance with legal obligation;</li> <li>• Explicit Consent.</li> </ul>
Contractor information	<ul style="list-style-type: none"> <li>• Contractual necessity;</li> <li>• Compliance with legal obligation.</li> </ul>
Residents Community groups	<ul style="list-style-type: none"> <li>• Public Task;</li> <li>• Compliance with legal obligation;</li> <li>• Explicit Consent.</li> </ul>

3.4 The following privacy notices will need to be developed and sent out to the relevant recipients to ensure GDPR compliance:

- General Privacy Notice;



- Councillors Privacy Notice;
- Employee Privacy Notice;
- Complainants Privacy Notice;

3.5 The following sources provide information:

Source of Information	Provider
The person to whom the information relates	<ul style="list-style-type: none"> <li>• The Data Subject</li> </ul>
Another source or organisation	<ul style="list-style-type: none"> <li>• Referees</li> <li>• Complaints</li> </ul>

3.6 Information is actioned in a variety of ways when received. Information received is dealt with by the relevant member of staff:

Information Receipt	Recording Method/Transfer
Telephone (Verbal)	<ul style="list-style-type: none"> <li>• Information noted and actioned.</li> </ul>
Email (Electronic)	<ul style="list-style-type: none"> <li>• Information received by email.</li> </ul>
Internet/web based information	<ul style="list-style-type: none"> <li>• Information received via the web.</li> </ul>
Verbally	<ul style="list-style-type: none"> <li>• Information received from residents and via Councillors.</li> </ul>

3.7 Consent is normally sought and obtained electronically or verbally.

#### 4. RECORD MANAGEMENT

4.1 Records are mainly stored at the Clerk's home. A range and variety of records are stored, some of which contain sensitive personal information.

Location	Type of Records Stored
Clerk's/RFO's home	<ul style="list-style-type: none"> <li>• Finance</li> <li>• Employee records;</li> <li>• Councillor information;</li> <li>• Contractor information;</li> <li>• Minutes, agendas;</li> <li>• Financial records;</li> <li>• Tenders/contracts;</li> <li>• Correspondence;</li> <li>• Complaints;</li> <li>• General correspondence.</li> </ul>
Computer	<ul style="list-style-type: none"> <li>• Emails</li> <li>• Electronic documentation</li> </ul>

4.2 Records are stored in a number of formats including hard copy and electronic records:

Type of Storage	Location of Storage
Electronic storage	<ul style="list-style-type: none"> <li>• Internal hard drive (C drive)</li> </ul>

	<ul style="list-style-type: none"> <li>• External hard drives</li> <li>• Memory sticks</li> <li>• Emails</li> <li>• Word</li> <li>• Excel</li> <li>• Voicemails</li> <li>• I pad</li> </ul>
Secure offsite storage	<ul style="list-style-type: none"> <li>• Website</li> <li>• Off-site data storage (emails)</li> </ul>

4.3 Access to electronic records are based on the sensitivity of the records being stored.

<b>Record</b>	<b>Accessibility</b>
General Council records	<ul style="list-style-type: none"> <li>• Clerk</li> <li>• Councillors only on request</li> </ul>
Employment records	<ul style="list-style-type: none"> <li>• Clerk</li> </ul>
Accounts records	<ul style="list-style-type: none"> <li>• Clerk/RFO General account information is available to all who may request it, subject to legislative restrictions.</li> </ul>

4.4 Access to manual records are based on the sensitivity of the records being stored. The following access controls are in place:

<b>Storage Area</b>	<b>Accessibility</b>
Clerk's home	<ul style="list-style-type: none"> <li>• No public access</li> </ul>
RFO's home	No public access

4.5 The computer has password access controls in place

4.6 The following manual storage systems are in place:

- Open shelving;
- Locked cabinet

4.7 There is no formal procedure in place for correcting or erasing data.

4.8 The Parish Council does not have a Retention Policy.

4.9 There is currently no version control procedure in place.

4.10 The official Council email is clerk@stkewparish.org.uk and emails are stored in a secure environment.

4.11 Emails are normally stored in folders. Councillors currently use personal email accounts.

- It is strongly recommended that consideration be given to appoint an email provider (Vision ICT can provide this service) for new, bespoke email accounts for both the parish council (one for the Clerk and one for its members. This will enable proactive control and deletion of emails when

Members cease to be on the Parish Council and will ensure deletion of potentially sensitive data thus avoiding a Data Breach.

- 4.12 Sensitive data is disposed of through file deletion. Manual documentation is shredded. This is all carried out on an ad-hoc basis.

## 5. INFORMATION SHARING

- 5.1 The following personal data is shared by the Parish Council with other organisations:

Information	Organisation
Contract information	Contracted partners
Audit information	General public
Payroll information	HMRC
Statutory information	Relevant organisations

- 5.2 There are no formal data sharing agreements in place. At present none are required.

## 6. CONCLUSION

- 6.1 The Information Commissioner's Office has acknowledged that many organisations will not be fully compliant with the new GDPR regulations by 25<sup>th</sup> May 2018. However, every organisation affected by the new legislation should evidence that it has made a start.
- 6.2 The Information Commissioner, Elizabeth Denham, has said that the creation of the Data Protection Act 2018 is not an end point, it is just the beginning, in the same way that preparations for the GDPR do not end on 25<sup>th</sup> May 2018. From this date, the ICO will be enforcing the GDPR and the new Act but we all know that effective data protection requires clear evidence of commitment and ongoing effort.
- 6.3 She continues saying that it is an evolutionary process for organisations – no business, industry sector or technology stands still. Organisations must continue to identify and address emerging privacy and security risks in the weeks, months and years beyond 2018.
- 6.4 Alongside the Data Audit an Action Plan has been developed to help the Council to measure its progress towards GDPR compliance.
- 6.5 The Parish Council will need to keep GDPR under review on a proactive basis, and put in place systems to assess compliance in the future, such as Data Privacy Impact Assessments (DPIA) for new projects.
- 6.6 As part of the Data Audit a Data Protection Policy, a Retention Policy and template Privacy Notices have been provided. These should be internally reviewed and updated to reflect the processes and protocols currently adopted by the Parish Council.

- 6.7 The following actions should be undertaken as soon as practicable:
- Adoption of the Data Audit and Action Plan;
  - Implementation of the Action Plan and recommendations contained within the Data Audit;
  - Identification of all the forms and functions undertaken by the Council that require privacy notices;
  - Adoption of the Data Protection Policy;
  - Adoption of the Data Breach Policy and procedure;
  - Adoption of the Subject Access Request procedure;
  - The uploading of the relevant documentation on to the Council's website;
  - Note the requirement to carry out Data Protection Impact Assessments for all new contracts and services (this is not retrospective);
  - Carry out training for staff and Councillors as required.

St KEW PARISH COUNCIL

GDPR ACTION PLAN (Version One) – 25<sup>TH</sup> JUNE 2018

Requirement	Recommendation	Action	Ownership	Completion Date	Progress	RAG Rating
<b>Awareness</b>	Ensure key decision-makers are aware of the law changing to the GDPR	Report to Full Council	Clerk	June-18	Report to be submitted to Council for information.	
	Ensure key decision-makers are aware of likely impact, particularly in areas likely to cause compliance problems	Report to Full Council	Clerk	June-18	Report to be submitted to Council for information.	
	Ensure key decision-makers are aware of resource implications for achieving compliance	Report to Full Council	Clerk	June-18	Report to be submitted to Council for information.	
<b>Undertake a Personal and Information Audit</b>	Document where personal data is held.	Carry out personal data audit	Contractor	May-18	Audit commissioned and in draft form.	
	Document where the data originated from.	Carry out personal data audit	Contractor	May-18	Audit commissioned and in draft form.	
	Document with whom the data is shared.	Carry out personal data audit	Contractor	May-18	Audit commissioned and in draft form.	
<b>Data Protection Policy</b>	Update existing policy or adopt a new policy	Develop revised policy	Clerk	June-18	Draft developed. Needs to be adopted by Council.	

<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	June-July-18	Drafts have been developed. To be included on relevant forms as from 25/05/18	
<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-July-18	Draft developed. Need to be adopted by Council.	
<b>Subject Access Requests</b>	Update policies and procedures to handle new GDPR features in relation to subject access requests, to meet new deadline of one month, and -	Update as part of the Data Protection Policy and adopt a procedure for Subject Access Requests	DPO and Clerk	June-July-18	Draft developed. Needs to be adopted by Council.	
	Providing data subjects with extra information, such as on data retention periods and on their right to have inaccurate data corrected	Develop letter templates for writing to requesters in relation to subject access requests	DPO and Clerk	June-July-18	Draft developed. Needs to be adopted by Council.	

<b>Legal Basis for providing personal data</b>	Manifestly unfounded or excessive requests may be charged for or refused, so clear policies to justify such decisions should be created.	Update as part of the Data Protection Policy and adopt a procedure for Subject Access Requests	DPO and Clerk	June-July-18	Draft developed. Needs to be adopted by Council.	
	Examine the types of data processing the council carries out.	Personal Data Audit	DPO and Clerk	June-18	Audit undertaken & recommendations contained within report.	
	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	June-18	Audit undertaken & recommendations contained within report.	
<b>Consent</b>	Review how consent is sought, obtained and recorded.	Personal Data Audit	DPO and Contractor	June-18	Audit undertaken & recommendations contained within report.	
	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 Clerk	June-18	Audit undertaken & recommendations contained within report.	
<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	June-18	Audit undertaken & recommendations contained within report.	

<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	July-18	Draft developed. Needs to be adopted by Council.	
	Document the types of personal data held which would fall within a notification requirement.	Personal Data Audit	DPO and Clerk	June-18	Audit undertaken & recommendations contained within report.	
<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	July-18	Draft developed. Needs to be adopted by Council.	
<b>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	July-18	Draft developed. Needs to be adopted by Council.	
<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-July18	To be considered and implemented.	
	Provide training and awareness to all Councillors on new regulations.	Provide as appropriate	DPO and Clerk	June-July18	To be considered and implemented.	
<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	

