

## **GLANTON PARISH COUNCIL**

PARISH COUNCILLORS ARE SUMMONED TO THE MEETING OF GLANTON PARISH COUNCIL TO BE HELD ON **MONDAY 26 MARCH 2018 at 7.00pm** IN THE MEMORIAL HALL, GLANTON.

**Members of the Public are welcome to attend**

### **1: Introduction**

**1.1 Welcome, apologies for absence and declarations of interest/grant of any dispensations/ co-option to the vacancy**

**1.2 Public Questions**

**1.3 Minutes of the previous meeting held on 29 January 2018**

To approve the minutes of the Parish Council Meeting

**1.4 An update on matters arising from the minutes of the previous meeting**

To update the Council on any issues discussed at the previous meeting if not on this agenda, including

- The request for a Green Salt Bin
- Drains on the Powburn Road
- Footpath to Whittingham

### **2: Items for discussion and potential decisions**

**2.1 Reports from the County Councillor and the Police**

**2.2 Planning**

- Comments on any current planning applications including 18/00664/FUL - 2 Red Lion Cottages Whittingham Road - Proposed entrance and utility extension
- To note the MHCLG consultation on a new NPPF
- To consider any further information regarding a play area on the site of St Peter's Church

**2.3 A Fingerpost Sign**

To consider any further information regarding the potential cast iron sign at the Playwell Road Junction

**2.4 Commemoration of the end of the First World War**

To consider any further information on marking the Centenary

**2.5 Post 16 School Transport**

To consider whether to make a response to the County Council's consultation – available via <http://www.northumberland.gov.uk/Education/Schools/School-transport-1/Transport.aspx>

## **2.6 Dog Fouling**

To consider what practical steps can be taken to combat this anti-social behaviour

## **3: Items for Information**

### **3.1 Forthcoming Village activities**

### **3.2 Details of any meetings attended by Councillors or the clerk**

### **3.3 Correspondence received**

## **4: Administration**

### **4.1 To authorise any payments and thereafter to approve the draft final accounts for 2017/2018**

### **4.2 External Audit**

To confirm that the Council has both income and expenditure below £25,000 in 2017/2018 and therefore authorises completion of the certificate of exemption

### **4.3 Data Protection**

A: To note the toolkit provided by the national NALC (Copies available from the clerk on request) – Who can be appointed as the Council's Data Protection Officer is dependent on what happens when the Data Protection Bill is enacted.

B: To agree the ten procedural steps taken from the Guide and set out in Appendix One below

C: To authorise the clerk, in consultation with the Chairman, to carry out steps 1 and 2 and report to the May meeting on progress – Appendix Two is the *Action Plan Checklist*

### **4.4 Details of items Councillors wish raised at forthcoming meetings**

### **4.5 Dates of Next Meetings**

- Monday 21 May 2018 – preceded by the Annual Parish Meeting and brought forward because of the Bank Holiday
- Monday 30 July 2018
- Monday 24 September 2018
- Monday 26 November 2018

*(Sgnd) Stephen Rickitt - Clerk to Glanton Parish Council*

## Appendix One

### Next Steps

1. Work through the Action Plan checklist set out overleaf in this section. This sets out a detailed step by step plan to help you ensure compliance.
2. Review what personal data you hold, how you store it, and what basis you have for processing it. Use the Questionnaire in Appendix 2 on page **Error! Bookmark not defined.** This will help you map what personal data you process and where it is.
3. Review and refresh your existing consents and obtain new consents well before May 2018. Start using the Consent Form in Appendix 3 on page **Error! Bookmark not defined.** for collecting new data, and send it to all existing residents except those who are staff, councillors and other role holders.
4. Develop Data Privacy Notices. Use the templates in Appendix 4 on page **Error! Bookmark not defined.** privacy notices for staff, councillors and other role holders and non-role holders in your council.
5. Review the role of the Data Protection Officer. See the description and checklist in Appendix 5 on page **Error! Bookmark not defined.**
6. Use the Data Protection Impact Assessment (DPIA) checklist in Appendix 6 on page **Error! Bookmark not defined.** to help you decide where you will need to carry out a DPIA. Please note you will not usually need to carry out a DPIA for existing systems or processes unless you upgrade or substantially overhaul these.
7. Update your data subject access policy in line with Appendix 7 on page **Error! Bookmark not defined.** where you will also find sample response letters
8. Update your data protection policy. You will find a checklist and sample policy at Appendix 8 on page **Error! Bookmark not defined.**
9. Review your procedures for responding to a security breach and consider your security generally particularly cyber security. See: Appendix 9 on page **Error! Bookmark not defined.**
10. Start keeping a log of what data the council processes. See Appendix 10 on page **Error! Bookmark not defined.**

## Appendix Two

### Action Plan

1.	<p><i>Raise awareness</i> – Councillors, staff, and volunteers, should be made aware that the law is changing. Ensure they undergo training, and that records are kept. They need to know enough to make good decisions about what you need to do to implement the GDPR.</p> <p><i>Decide who will be responsible for the council's compliance with data protection law</i> – All councillors, staff, committees and sub- committees are expected to apply data protection legislation in their work. The DPO should have access to full council and relevant staff, committees and sub-committees.</p>
2.	<p><i>Data Audit</i> – If you do not know what personal data you hold and where it came from you will need to organise an audit to find out. This means reviewing personal data held on staff and volunteers, people using council facilities or services, councillors, contractors, residents, and more. You should document your findings because you must keep records of your processing activities. You should also record if you share data with any third parties. See <a href="#">Error! Reference source not found.</a></p>
3.	<p><i>Identify and document your 'lawful basis' for processing data</i> – To legally process data under the GDPR you must have a 'lawful basis' to do so. For example it is a lawful basis to process personal data to deliver a contract you have with an individual. There are a number of different criteria that give you lawful basis to process and different lawful basis give different rights to individuals.</p>
4.	<p><i>Check your processes meet individuals' new rights</i> – The GDPR will give people more rights over their data. For example, the GDPR gives individuals the right to have personal data deleted. Would you be able to find the data and who would be responsible for making sure that happened? Ensure you have the systems in place to be able to deliver the 8 rights.</p> <p><i>Know how you will deal with 'subject access requests'</i> – Individuals have the right to know what data you hold on them, why the data is being processed and whether it will be given to any third party. They have the right to be given this information in a permanent form (hard copy). This is known as a 'subject access request' or "SAR". You need to be able to identify a SAR, find all the relevant data and comply within one month of receipt of the request. Under the GDPR the time limit for responding to SARs is reduced from 40 days to one calendar month and the £10 fee is abolished.</p>
5.	<p><i>Review how you get consent to use personal data</i> – If you rely on consent as your lawful basis for processing personal data, then you need to review how you seek and manage consent. Under the GDPR consent must be freely given, specific and easily withdrawn. You can't rely on pre-ticked boxes, silence or inactivity to gain consent instead people must positively opt-in. See our consent language in <a href="#">Error! Reference source not found.</a></p>
6.	<p><i>Update your Policies &amp; Notices</i> – Have clear, practical policies and procedures for staff to follow, and monitor their operation.</p> <p><i>Privacy Notices</i> - You must tell people in a concise, easy to understand way how you use their data. You may well already have privacy notices but they will all need to be updated. Under the GDPR privacy notices must give additional information such as how long you will keep data for and what lawful basis you have to process data. See <a href="#">Error! Reference source not found.</a></p> <p><i>Data Retention &amp; Disposal</i> – Ensure you update your data retention policy and inform all data subjects how long you will retain data. When disposing of records and equipment, make sure personal data cannot be retrieved from them.</p> <p><i>Websites</i> – Control access to any restricted area. Make sure you are allowed to publish personal data (including images) on website/social media.</p> <p><i>Data sharing</i> – Be sure you are allowed to share personal data with others and make sure it is kept secure when shared.</p> <p><i>CCTV</i> – Inform people what it is used for and review retention periods. Ensure you have the correct signage on display and a suitable policy in place.</p> <p><i>Training</i> – Train staff on the basics of personal data security, where the law and good practice need to be considered, and know where to turn for advice.</p>
7.	<p><i>Build in extra protection for children</i> – The GDPR says children under 16 cannot give consent (although this will be reduced to 13 in the UK) so you will have to obtain consent from a parent or guardian. You will need to be able to verify that person giving consent on behalf of a child is</p>

	<i>allowed to do so. Privacy notices should be written in language that children can understand.</i>		
<b>8.</b>	<i>Update your contracts to deal with processing by others – Recognise when others are processing personal data for the council and make sure they do it securely. You will need to ensure your contracts are updated to include the GDPR required clauses and put in place an audit programme to supervise them. Consider also how you select suppliers. There must be a written contract which imposes these obligations on processors:</i>		
	<table border="1"> <tr> <td> <ol style="list-style-type: none"> <li>1. Follow instructions of the controller.</li> <li>2. Ensure their personnel are under a duty of confidence.</li> <li>3. Keep the personal data secure.</li> <li>4. Allow the controller to consent to sub-contractors.</li> <li>5. Flow down obligations to sub-contractors (but remain responsible for actions of the sub-contractor(s)).</li> <li>6. Assist the controller when individuals exercise their rights to access, rectify, erase or object to processing of data.</li> </ol> </td> <td> <ol style="list-style-type: none"> <li>7. Assist the controller with privacy impact assessments.</li> <li>8. Assist the controller with security and data breach obligations and notify the controller of any personal data breach.</li> <li>9. Return or delete data at the end of the agreement (but can keep a copy).</li> <li>10. Demonstrate compliance with these obligations and submit to audits.</li> <li>11. Inform the controller if their instructions would breach the law.</li> </ol> </td> </tr> </table>	<ol style="list-style-type: none"> <li>1. Follow instructions of the controller.</li> <li>2. Ensure their personnel are under a duty of confidence.</li> <li>3. Keep the personal data secure.</li> <li>4. Allow the controller to consent to sub-contractors.</li> <li>5. Flow down obligations to sub-contractors (but remain responsible for actions of the sub-contractor(s)).</li> <li>6. Assist the controller when individuals exercise their rights to access, rectify, erase or object to processing of data.</li> </ol>	<ol style="list-style-type: none"> <li>7. Assist the controller with privacy impact assessments.</li> <li>8. Assist the controller with security and data breach obligations and notify the controller of any personal data breach.</li> <li>9. Return or delete data at the end of the agreement (but can keep a copy).</li> <li>10. Demonstrate compliance with these obligations and submit to audits.</li> <li>11. Inform the controller if their instructions would breach the law.</li> </ol>
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<b>9.</b>	<p><b>Personal Data Breaches - Get ready to detect report and investigate these</b> - A data breach is a breach of security leading to 'accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data'. You will need to have the right procedures in place to detect, investigate and report a breach. The GDPR introduces a duty to report certain types of data breaches to the ICO and in some cases to the individuals concerned. You need to be able to demonstrate that you have appropriate security, technical and organisational measures in place to protect against a breach. If there is no risk of harm to an individual (for example because some low risk data has been inadvertently released or made public such as an email address) then this type of breach would not need to be reported. Unauthorised access to data that could be used to steal someone's identity such as their banking data must be reported.</p> <ul style="list-style-type: none"> <li>▪ The DPO should be involved after the council becomes aware of a data breach.</li> <li>▪ Councillors, staff, contractors and the council's data processors should be briefed on personal data breach avoidance, and on what to do in the event that a breach occurs.</li> <li>▪ Examples of personal data breaches and steps to avoid them include: <ul style="list-style-type: none"> <li>- Emails and attachments being sent to the wrong person, or several people – it is easy to click the wrong recipient. Slow down, check thoroughly before clicking 'send'.</li> <li>- The wrong people being copied in to emails and attachments. – Use BCC (Blind Carbon Copy) where necessary.</li> <li>- Lost memory sticks which contain unencrypted personal data – The council should put protocols in place for memory stick usage</li> <li>- Malware (IT) attach – ensure up to date anti-virus software is in place.</li> <li>- Equipment theft – check security provisions.</li> <li>- Loss of personal data which is unencrypted</li> </ul> </li> </ul>		
<b>10.</b>	<b>Build data protection into your new projects</b> - Privacy by design means building data protection into all your new projects and services. It has always been good practice, but the GDPR makes privacy by design an express legal requirement. To achieve this, data protection impact assessments should be undertaken where new technology is being deployed, where profiling may significantly affect individuals or sensitive categories of data will be processed on a large scale. Clarify who will be responsible for carrying out impact assessments, when you will use them and how to record them. See our DPIA assessment checklist in <a href="#">Error! Reference source not found.</a>		
<b>11.</b>	<b>Appoint your Data Protection Officer.</b> See <a href="#">Error! Reference source not found.</a>		