

UKGDPR/Data Protection – Report to P&F November 2021

Training

ICO guidance places a responsibility on the Town Council as the Data Controller to ensure that all Data Processors are given adequate and appropriate training. In response to this guidance two training sessions were held for Members providing information on their responsibilities when handling data arising from their roles. These sessions were part of the mandatory induction training for all Members and the second session was scheduled around the diaries of those who had been unable to attend the first session.

Session 1: 5 attended (one of these has now left the Council)

Session 2: 4 attended

Of those remaining one Member was away, one sent late apologies, one did not reply, two confirmed attendance but did not attend on the night and one had only just joined.

As the Officer responsible for overseeing compliance I feel very strongly that it is important for this training to be delivered to Members and holding this as a live session that allows interaction is important. One further session will be held to include all those Members who have yet to attend and this will be arranged in due course.

Site visits

1. Library

Following the introduction of the procedures for photography and filming at events, a visit was made to see how it is working. I can report that it appears to be working extremely well with a member of staff in clear control of the administration and greeting visitors arriving for an event to check they had completed a form. The team reported that there had been no objections to the data collection and felt the form was clear and appropriate.

Advice has been given on the need to digitise data promptly and minimise retention of paper copies.

It was requested that I review the permission form for one off events which I will do in consultation with the Community Hub Team Leader.

It was noted that there is only one small lockable cupboard available on the main library floor. There is a large cabinet within the office but the lock is broken. The Service Delivery Team will look at this.

2. Service Delivery Department

The SDM requested a visit to assess compliance at Longstone and the Waterside Office.

It was clear from the visit that data protection is embedded in the day to day running of the department and the historical paperwork is being dealt with as time allows.

Whilst the importance of good data protection practice is impressed on all members of the team when they join I will review the current training that is in place to see if I can make it more relatable.

The office at the Waterside is now used by the ASDM when he is not out on site. Again good awareness is in place but the office needs a shredder and small printer/scanner which will remove the need for any paperwork to be physically taken to the main office and allow secure disposal.