

Saltash Town Council

UK General Data Protection Awareness Checklist for Councillors issued with STC IT devices

Town and Parish Councils are expected to comply with UK GDPR and individual Councillors using STC provided IT devices are required to ensure that they protect an individual's personal data whether it is stored electronically or as a hard copy.

This applies only to living individuals (not the deceased, companies, other authorities and charities).

Personal data includes:

- Names and addresses
- Telephone numbers
- Email addresses
- IP addresses

Councillors are recommended to ensure compliance by following the actions listed:

Action	Noted
Only use the email account provided by STC for council correspondence and keep separate from any personal email account.	
Only use the device issued for Council business – not any personal devices	
Do not forward on emails or email threads that may contain personal data (this data may be hidden for example as a BCC)	
Ensure the device is password protected and do not share the password	
Ensure that the router has a firewall and is turned on	
Where possible minimize the personal data that you retain on the device	
If hosting a meeting online ensure that you protect personal data (including your own or family members) by not having documents, photographs etc visible by the camera	
Inform the Clerk and Officer responsible for Data Protection immediately if you suspect there may have been a data breach and no later than 48 hours after the suspected breach	
Contact the Officer responsible for Data Protection if you require advice on data management and processing	

I confirm that I have read the information above and understand my responsibility as a Saltash Town Councillor for protecting personal data.

Name (print): _____

Signed: _____

Date: _____