

ICT & GDPR Compliance Activities

Microsoft Office for the new parish laptop has been purchased (**Min 19.10.16 refers**) at a cost of £112.80 plus VAT.

The Clerk and webmaster at Mdsign have re-organised the documents pages of the website to make information about budgets and audit more accessible.

The Clerk has attended an update training session on General Data Protection Regulations and is currently reviewing a number of actions identified as a result, including:

- Virus guard options across all parish and councillor laptops
- A Bring your own Laptop policy for Councillors
- A review of documents currently stored off-site

The subscription to Local Council Public Advisory Service (LCPAS) Data Protection Officer Service falls due for renewal at the start of the next financial year.

Although there is no requirement for a Parish Council to appoint a Data Protection Officer (it may), if appointed, the individual cannot, under law, be the Clerk. The subscription provides the following support:

- 1) The LCPAS will act as the DPO on behalf of the Parish Council, to:
 - a. Provide a professional and comprehensive service, including dedicated updates to forms, policies and briefings
 - b. Inform and advise the Council and its employees about their obligations to comply with the GDPR and other data protection laws
 - c. Monitor compliance with the GDPR and other data protection laws, including managing internal data protection activities, advise on data protection impact assessments; train staff and conduct internal audits
 - d. Be the first point of contact for supervisory authorities and for individuals whose data is processed (employees, customers etc.)
 - e. Provide privacy notices and consent forms and policies
 - f. Provide up to date guidance including unlimited helpline calls and emails
 - g. Help manage access and FOI requests or request made under the other powers for individuals
 - h. Provide IT recommendations and identify solutions for data security

Recommendation:

To authorise subscription to Local Council Public Advisory Service (LCPAS) Data Protection Officer Service at a cost of £150 for one year.