

Aymestrey Parish Council

Audit of data held by Councillors

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photograph, video, email address, or address).

The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the GDPR) and other legislation relating to personal data and rights such as the Human Rights Act.

As a Parish Councillor, do you hold personal data of this type? Please tick all that apply.

- | | | | |
|--------------------------------------|--------------------------|--------------------------------|----------------------------------|
| Address lists | <input type="checkbox"/> | Paper <input type="checkbox"/> | Digital <input type="checkbox"/> |
| Email addresses | <input type="checkbox"/> | Paper <input type="checkbox"/> | Digital <input type="checkbox"/> |
| Telephone numbers | <input type="checkbox"/> | Paper <input type="checkbox"/> | Digital <input type="checkbox"/> |
| Photographs | <input type="checkbox"/> | Paper <input type="checkbox"/> | Digital <input type="checkbox"/> |
| Electoral Register | <input type="checkbox"/> | Paper <input type="checkbox"/> | Digital <input type="checkbox"/> |
| Other personal data not listed above | <input type="checkbox"/> | | |

I confirm I will ensure that:

- Personal information is treated in a confidential manner in accordance with Aymestrey Parish Council’s Data Protection Policy and any associated policies.
- The rights of data subjects are respected at all times.
- Privacy notices will be made available to inform individuals how their data is being processed.
- Personal information is only used for the stated purpose, unless explicit consent has been given by the Data Subject to use their information for a different purpose.
- Personal information is only disclosed on a strict need to know basis, to recipients who are entitled to that information.
- Personal information held within applications, systems, personal or shared drives is only accessed in order to carry out work responsibilities.
- Personal information is recorded accurately and is kept up to date.
- I will refer any Subject Access Requests and/or requests in relation to the rights of individuals to the Chairman and Proper Officer.
- I will refer actual or potential breaches of the Data Protection Act to the Chairman and Proper Officer as soon as the breach is discovered.

It is the responsibility of all staff and councillors to ensure that they comply with the requirements of Aymestrey Parish Council’s Data Protection Policy and any associated policies or procedures.

Signed Dated

Printed