

Local Council

Data Protection toolkit



Overview

Following our work with over 50 town and parish councils across the UK, we've developed a suite of resources to help local councils with some of their key data protection issues.

The resources cover data audits, using your own devices and data sharing. The materials are available for you download, print and use to improve data practices in your local council.

GDPR: A day in the life of ...

Great Practice Parish Council

Data audit and retention exercise

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Data audits:

Great Practice Parish Council

Data Audit and Retention

Exercise

Includes the instructions, glossary and resources you will need to complete the exercise.



Click here to
download.

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Using your own email address or device for council business?

59% of parish council clerks ranked the use of personal email addresses and devices for council business as their top data protection concern.*

*Poll taken at SLCC – Leadership in Action Conference June 2019

The GDPR doesn't say which email systems or devices should be used. But if you're conducting council business involving personal data through your own email account, the council is responsible for the confidentiality, integrity and availability of that data. The same goes for using your own phone, laptop or tablet.

- Know who is responsible
- Consider the risks
- Be accountable

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Find out more at
ico.org.uk/CouncilResources

Using your own devices:

Poster and factsheet

for local councils

Click on the icons below to download the poster and factsheet.



Poster



Fact
sheet

Data sharing in local councils – six steps to take

1. Be clear about your **purpose** for sharing the information, and record this in your council's privacy information.
2. Check the sharing is **necessary** for the specific purpose (required for most lawful bases). If you can reasonably achieve the same purpose another way, then the sharing won't be necessary and your lawful basis won't be valid.
3. Determine and document your council's **lawful basis** for sharing the information. There are six lawful bases, and the most appropriate one for your council will depend on your purpose.
4. Share the **minimum** amount of personal data that is needed to help your council achieve its purpose. For example, you might need to share somebody's current name and address, but not other information you hold about them.
5. Provide information to individuals about why your council is collecting and using their personal data. **Privacy information** is a key transparency requirement under the GDPR and individuals have a right to know your purposes for processing their personal data, how long you will hold their data for, and who you'll share it with.
6. Demonstrate your **accountability** as part of GDPR compliance. Your council has to take responsibility for what it does with people's personal data and you need to put in place appropriate technical and organisational measures to meet the requirements of accountability.

Visit ico.org.uk for more guidance, advice and interactive tools to help your council get data protection right.

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Data sharing:

Six steps for local councils

Click on the icons below to download the poster and factsheet.

