



MELTON PARISH COUNCIL

FRM(19)64.04

Data Protection arrangements and Member compliance

Background and summary

This report covers the template required for a focused risk assessment in respect of data protection issues (appended as document FRM(19)64.04a) and further addresses requirements in relation to Member compliance.

Report

1. The appended risk assessment template identifies the areas of risk in relation to data protection, quantifies the perceived risk level, sets out how it is managed, and comments in terms of issues which may need addressing. It is designed to be reviewed periodically at FERM Committee meetings at the discretion of Members and provides a detailed assessment of risks in relation to this legally complex area. **Members are asked to comment on both the design of the template and its use.**
2. Also appended as document FRM(19)64.04b is a revised General Data Protection Awareness Checklist for Councillors. When issues of Member compliance were discussed at the last FERM Committee meeting I was asked to speak to the Council's ICT consultant about the feasibility of ensuring that Councillor's emails all carry the standard data protection statement with a link to the Council's Privacy Notice. I have done that, and his view was that we should look at that as part of assistance being provided to Councillors to change their settings following the migration of the email hosting to NetWise over the weekend of 13-16 December. We have established that it is possible to upload a signature to webmail; but tablets and some other devices may be more problematic. This issue also links fundamentally to the broader issue identified by the ICO, and taken up by NALC and SALC, of data security by Councillors. Both the Council's ICT consultant and the Assistant Clerk are able to offer support to Members over the migration and can support members as well in terms of gaining compliance. In relation to the ICT Consultant, there will of course be a cost. **Members are asked to agree that where necessary, resources are put into this task. This may have budgetary implications,**

but given the importance of getting this aspect of compliance right, is arguably a cost that the Council needs to bear.

William Grosvenor

Clerk and Executive Officer to the Council

11 December 2019