

Item 10 – To consider registering as a data controller with the ICO

It is recommended, by Salc, Nalc and most professional Internal Auditors that local councils are registered with the Information Commissioners Office and I have recommended that you should notify your use of personal data with the ICO.

Please take the time to look at the ICO website <https://ico.org.uk/for-organisations/> And I have also attached the information and guidance produced by SALC together with a copy of a standard parish councils register. If you resolve to notify the ICO I suggest that you include the following paragraph in your Data Protection Policy:
"Drinkstone Parish Council has followed the guidelines set out by the Information Commissioner and has notified the ICO that it holds personal data about individuals"

The Data Protection Act 1998 was introduced to regulate the way public and private bodies handle personal information held as electronic files. I believe as the councils Data Controller I hold personal information which might be broadly subject to the Data Protection Act by way of

- A list of its elected Members' names, addresses & telephone numbers which is also available to the public via various Parish Notice Boards & its Website, as also are the Clerk's details.
- A Register of Members' Interests as required by the Code of Conduct.
- Copies of Planning Applications
- A Copy of the Electoral Register
- A list of elected Members for the District & County Councils in the relevant area.
- A list of Clerks serving Parish Councils in the County.
- An address book of contacts which is definitely personal data held about a living individual on my computer system. This may only include email addresses and electronic correspondence but is relevant.

The annual cost for registering is currently £35

Recommendation: That council consider notifying the Information Commissioners Office that it holds personal data about individuals.

Paula Gladwell