# LLANFAIR CAEREINION TOWN COUNCIL

# GDPR

**Introduction**
This paper sets out what is stored information and what is not on computers.

**Named officer**
Robert Robinson Town Clerk

**What is required**
To comply with the Act, you must keep certain records if your processing is more than occasional e.g. for complaints, or you are processing 'special categories of data' e.g. anything concerning race, religion, health, sexual orientation etc. It is possible that you will have health data concerning your residents and you should record (perhaps in a word document):

(i) The name and contact details of the Data Controller – yourself;
> *Robert Robinson Town Clerk*

(ii) The purpose of your processing and legal basis for it e.g. to investigate complaints;
> *Complaints procedure is on the Council web site.*
> *No complaints are dealt with via any records.*

(iii) The categories of data you hold and the categories of data subjects' e.g. name and address, email, medical information for constituents and complainants;
> *All information held is only that which is available in the public domain.*
> *There are no computer records kept with any other personal information.*
> *VAT numbers are recorded on returns which are stored on computer and in paper form.*

(iv) Anyone you share the data with e.g. other Councillors/Council Officers/other services.
> *No computer stored data is shared other than that which is in the public domain.*

(v) How long you keep data for e.g. 6 months after the case is closed
> *After an individual case the data is removed 6 months later.*

(vi) What security you have in place to protect it e.g. password protection, only using secure council provided email address, documents locking in a cupboard etc.
> *All computer passwords are not kept on the Council Computer and cannot be recognised to a person who does not know what they are.*
> *All paper based material is in a locked office.*

(vii) Emails to contain a privacy statement.
> *Emails contain a statement at the end of each email.*

The information Commissioner can ask to see this record to ensure your compliance.