

Area	Actioned
Councillor Contact Details	All councillors have received the Council's Privacy Notice and signed a consent form to keep their data
Councillor declaration of interests	All these are available on the website, a link to the district council website to access.
Employment and recruitment records	These are locally held in paper form kept in a fire proof safe in the parish office, only the clerk and chair have access. The Payroll is processed by Adam Watts Associates. Peter J consultants are retained as the Local Authority auditor.
Internet Café (IC)	<p>A review with Peter Skipwith and Uniserve took place on the GDPR requirements of the ICe:</p> <ol style="list-style-type: none"> <li>1) No encryption is required on the central server computer only has volunteer data no other data or documents are held on the computer</li> <li>2) Volunteers always run a CC Cleaner programme after a IC session cleaning away any cookies/browser information</li> <li>3) Volunteers delete any documentation that has been downloaded or saved onto the computer/desktop of PCs and laptops</li> <li>4) Dyna Soft is used on all PCs</li> <li>5) Windows 10 is not currently required but suitable replacement will be put in place when Windows 7 stops being supported in 2020</li> </ol>

To Action	Date	Note
	Done	
Clerk to digitise documents onto Clerk laptop for greater security. Paper copies to be destroyed.		No Cllr should have a hard or soft copy of these at their homes or computers
<p>1) P.Skipwith will encrypt this file</p> <p>2) Uniserve to check that browser data cannot be restored</p> <p>3) No action required</p> <p>4) P.Skipwith has emailed contact details to the Clerk who will be able to set up a processor agreement with supplier</p> <p>5) A replacement programme/budget for PCs will be put to the Council with this date in mind. £500 has been earmarked in 2018/19 and £1,000 is to be earmarked in 2019/20 budgets</p>		