

Swafield and Bradfield Parish Council

The Data Controller

The Council will manage the Data Protection as set out in its General Data Protection Policy.

Meetings

The Council shall meet at least once a year to review its General Data Protection Policy. Meetings will be open to the public.

Aims and Objectives

- To determine the purpose and manner of processing personal data according to the law
- To ensure that the Clerk as Data Protection Officer (DPO) has no conflict of interest with this process
- To ensure that councillors and staff receive ongoing and appropriate training for Data Protection
- To conduct a survey of the Information Audit, Privacy Notices and any Risk Management to ensure compliance with Data Protection
- To receive any reports from the DPO of any manifestly unfounded requests and confirm action to be taken
- To receive reports from the DPO of any investigation of breaches which might need to be undertaken
- To make an annual review of the GDPR Policy and recommend any changes which might be required
- To recommend any changes which may be required in Standing Orders in respect of DP
- To recommend to any changes which may be required to the Job Description and Contract of Employment for the Clerk / DPO.

Budget

The Council will recommend any budgetary needs in respect of the administrative and staffing costs to implement and maintain Data Protection requirements.

This Data Controller brief was agreed by full council on 23 January 2018

Review date: January 2019