

GDPR Annual Audit January 2019

Menheniot Parish Council

As data controller, the council recognises its responsibility to maintain an effective system for the management of data held in accordance with its statutory functions and community activity.

	YES	NO	TESTED	COMMENTS
1	✓		Asset register completed Retentions Policy	Sep 2019 Sep 2018
2	✓		Acceptable Use Policy s3	Adopted Sep 2018
3	✓		General Privacy Notice	Published May 2018, endorsed November 2018
4	✓		General Privacy Notice Subject Access Request Policy Webform on website Disclaimer on Clerk's emails Consent note included in council notices where we collect information	Published May 2018, Published Oct 2018 Example Jubilee Park Survey.
5	✓		Data held locally on hard disk, back up and email server.	
6	✓		See note 4 above	

7	The Data Controller has maintained an adequate system of internal controls during the year for the effective management of its data	✓		Complied with GDPR NALC recommended Action Plan (Feb 2018)	See attachment
8	The Data Controller has carried out an assessment of the risks facing the authority and taken appropriate steps to manage those risks.	✓		Included in Asset Register	Data Protection Impact Assessments for Personal and Financial information carried out. See attachment.
9	The Data Controller has taken action wherever appropriate in response to recommendations by the Data Protection Officer	✓		Councillors have received briefing notes and updates from the DPO throughout the year.	Adopting policies is recorded in parish council minutes and published on website. Informal advice given regularly in public meetings.
10	The Data Controller has reported any breach of the General Data Protection Regulations to the Information Commissioner and taken the necessary steps to respond to the breach.	✓		Breaches Policy	Oct 2018 There have been no reported breaches.
11	The Data Controller has managed its data in accordance with the statutory rights of the public	✓		Clerk takes advice from CALC and NALC in following its action plan.	

Completed By: John Hesketh, Parish Clerk and Data Protection Officer

Date Completed: 30 November 2018

Date reported to Council and minute reference

Signed :