



SOUTH MIMMS & RIDGE PARISH COUNCIL DATA PROTECTION POLICY

Updated October 2025

1. Summary:

The purpose of policy is to outline the procedures and safeguards in place to ensure that all data created and stored by South Mimms & Ridge Parish Council is secure. This Policy should be read in conjunction with the General IT Policy. The Parish Council is bound by all aspects of the General Data Protection Regulations and the Data Protection Act 2018. For full details see <https://www.gov.uk/data-protection>

The key pillars of the regulations are to ensure that anyone responsible for using personal data must make sure the information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

2. SMRPC Operating Procedures:

- All key documents are saved on the Parish Council DropBox Account.
- Only active members of the Parish Council are granted access to Drop Box by the Clerk.
- The Passwords for the social media accounts are stored on Drop Box
- The website is hosted via Vital Operations Ltd, this is backed up by them.

- All statutory documents posted on the website are therefore backed up both by the website and on DropBox
- All Councillors are required to use the SMRPC e-mail accounts for Council business and that use only.
- Only council email addresses will be given DropBox access.

3. Non Digital Storage:

All paper copies of documents are stored securely at the Parish Council's Office at South Mimms Village Hall.