

## SOUTH MIMMS PARISH COUNCIL

### DATA PROTECTION POLICY

February 2023

#### Summary:

The purpose of this initial version of the policy is to outline the procedures and safeguards in place to ensure that all data created and stored by South Mimms Parish Council before and during the transition to South Mimms & Ridge Parish Council, is secure. It is intended that the same general procedures and safeguards will be in place after the transition period.

#### On Going:

- 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 Nialto Services of Potters Bar, this is backed up by them.
- All statutory documents posted on the website are therefore backed up both by the website and on DropBox

#### Transition Period:

- All Councillors for SMPC will be removed from DropBox on 31<sup>st</sup> March 2023
- Temporary access will be granted to the Ward Councillors
- On the creation of SM&RPC, the Ward Councillors will be removed and the new / re-elected Councillors will be given access (11/05/23).
- The Clerk has applied to get a new domain created: southmimmsridgepc.gov.uk
- If / when this is done a copy of the website will be transferred onto the new domain and re-branded.
- Historical documents relating to just SMPC will be archived on the website but still available for reference.
- New .gov.uk email addresses will be created for the newly elected Councillors, to ensure that Parish Council Emails remain separate from personal emails.
- All outgoing Councillors should securely dispose of any paperwork and archive council emails.

#### Going Forward:

- All Councillors will be required to use the new e-mail accounts for Council use only.
- The new South Mimms & Ridge website and all council email accounts will continue to be hosted via Nialto Services Ltd.
- Only council email addresses will be given DropBox access.

- Should the .gov.uk domain not be granted, then .org emails will be created instead, coming off the website domain.

#### Non Digital Storage:

As the Parish Council doesn't maintain offices, all paper copies of documents are stored securely at the Clerk's home. All papers relating to South Mimms Parish Council will be archived to Hertfordshire County Council's storage site in due course.

#### Legal References:

The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulations (GDPR). All storage and use of data by the Parish Council must conform to these laws to ensure that information is stored and used fairly, lawfully, and transparently. This is to include all subsequent amendments to the Act under UK law.

**This Policy will be reviewed after the creation of SM&R Parish Council and amended and re-adopted as appropriate.**