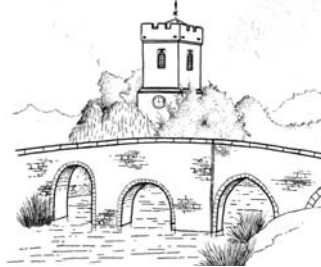


BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



PARISH COUNCILLOR DEVICE POLICY IN RESPECT OF THE GDPR LEGISLATION

The purpose of this policy is to ensure Parish Councillors do not hold unnecessary resident information on any of their devices that could be in breach of the new GDPR Legislation, which comes into force on 25th May 2018.

Councillors are reminded that they are not able to act as individuals but only as part of the Council. Therefore, in the event a resident contacts a Councillor either by email, letter or text, the Councillor should reply as soon as possible, copying the Clerk into the reply, informing the resident that his/her query has been forwarded to the Clerk who would be dealing with it. **The Councillor should then delete the message from all his/her devices to ensure the only computer holding the information is the Parish Council computer.** It should be noted that the Parish Council computer is "hosted" by a third party company based on Plymouth, so no information is held on the hard disc.

On receipt of the message, the Clerk will communicate with the resident as follows:

- If the query raised is administrative, the Clerk will deal with it and let the resident know what is being done;
- If the query requires a decision from council, the item will be added to the Agenda for the next meeting for Council to consider