**NORTH MARSTON PARISH COUNCIL**

**GDPR COUNCILLOR BRIEFING**

**MAY 2018**

**What is Personal Data?**

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address).  Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual.  The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR) and other legislation relating to personal data and rights such as the Human Rights Act.

**The council will comply with data protection law. This says that the personal data we hold about you must be:**

* Used lawfully, fairly and in a transparent way.
* Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
* Relevant to the purposes we have told you about and limited only to those purposes.
* Accurate and kept up to date.
* Kept only as long as necessary for the purposes we have told you about.
* Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

It is necessary for the Clerk to share information with the Councillors in order that they can address Parish Council Business. All Councillors must agree to comply with the Councillors Briefing, and will ensure no individual’s personal data obtained from the Parish Council, will be stored on their own electronic devices. Copies of publicly available reports and papers, may be held as required.

This will be signed in the Parish Council Meeting on June 12th by all the councillors.