



General Data Protection Awareness Checklist for Councillors

The General Data Protection Regulation (GDPR) will apply in the UK from 25th May 2018. Whilst town councils are expected to comply with GDPR, individual councillors will also need to ensure that they protect an individual's personal data whether it is stored electronically or as a hard copy. This applies only to living individuals (not the deceased, companies, other authorities and charities)

Personal data includes:

- Names and addresses
- Telephone numbers
- Email addresses
- IP addresses

The following measures are recommended to help councillors comply with GDPR:

Action	Noted ✓
Use only the council email account provided for town council correspondence and try to separate from personal email.	
Ensure that all devices (computers, laptops, phones) are password protected	
Do not forward on emails or email threads that may contain personal data	
Review any hardcopy information and if no longer relevant destroy using a suitable method (Cross cut shredder or destruction service). Ensure Clerk is aware of actions before destruction.	
Where possible direct all correspondence to the Clerk who can obtain the necessary consent	
Where possible avoid holding an individual's information in a councillor's home or on a councillor's own PC. If a councillor has to hold any information containing personal data on behalf of the Town Council, it needs to be stored securely in a locked room or cabinet or if on a PC, in an encrypted folder or drive.	
Make sure your antivirus software and operating system is up to date	
Make sure your computers and router's firewall is turned on	
Inform Clerk and request Data Protection Officer advised of any breaches within 48 hours	
Ensure the Data Protection Officer is aware of any breaches within 48 hours	

I confirm that I have read the information above and understand my responsibility as a town councillor for protecting personal data.

NAME

Signed:

Date:

Approved 29/9/25