

Ponsanooth Parish Council

As data controller, the council recognises its responsibility to maintain an effective system for the management of data held in accordance with its statutory functions and community activity.

		YES	NO	TESTED	COMMENTS
1. *	The Data Controller has maintained an asset register of personal data held, which is managed in accordance with our Retention Policy.	Yes		Checked Jan 2023 Created Nov 22 as a result of GDPR training	Retention Schedule County archive and Cornwall ALC document. Documents deposited and receipt stored 18 th Oct 22
2.	The Data Controller has complied with its statutory duty ensure that it has a safe and secure system for the storage of data.	Yes			
3.	The Data Controller has ensured that its data is processed lawfully and transparently	yes		Yes checked website as per publications scheme	
4.	The Data Controller has made the data subject aware of the purpose for gathering attributable data and has not used this information for any other than its authorised purpose.	Yes			NDP and Speedwatch confirmed compliance.
5.	The Data Controller has ensured that all data held by the Authority is held within the UK	Yes			
6.	Where the Data Controller acquires attributable data, it has ensured an 'opt in' system with clear information available to the public	Yes			No Attributable data
7.	The Data Controller has maintained an adequate system of internal controls during the year for the effective management of its data	Yes			Cllr awareness checklist, reissued



8. *	The Data Controller has carried out an assessment of the risks facing the authority and taken appropriate steps to manage those risks.	Yes		Data protection checklist for Councillors signed/renewed. GDPR training completed and actions	Policies to implement. Data Security Policy Bring your own device policy Data Breach Policy Subject Access request form
9.	The Data Controller has taken action wherever appropriate in response to recommendations by the Data Protection Officer				
10.	The Data Controller has reported any breach of the General Data Protection Regulations to the Information Commissioner and taken the necessary steps to respond to the breach.	NA			No Breaches. Data Breach form exists
11.	The Data Controller has managed its data in accordance with the statutory rights of the public	Yes			

Completed By : Mary Gosling Clerk

Date Completed : 2 February 2024

Actions, Clerk to implement Policies to implement the following within 6 months.

Bring your own device policy Feb 24

Data Breach Policy

Subject Access request form



