

GDPR – FRAMEWORK FOR DELIVERY 2022/2023



1. GDPR Policy – explains GDPR to Parish Councillors, Parishioners and the public
2. Privacy Notice – Explains how we will comply with the requirements of GDPR 2018
3. Model Publication Scheme – sets out our high level commitment to proactively publish information
4. Data Map/Information Audit – details what data we collect, when and how it is stored
5. Risk Management Policy – defines our approach to risk management in terms of what we will do, how we will do it and when.
6. Risk Log - provides a record of all identified risks, their relative risk score, the controls in place to manage them and the actions agreed to further mitigate them

BRANDESTON PARISH COUNCIL – RISK ASSESSMENT (EXAMPLE)

No	Topic	Risk Identified	H/M/L	Management/Control of Risk	Action: Review/Assess/Revise
M1	Council Records	Loss through theft, fire, damage or destruction	H	All the Parish Council's records are kept at the Parish Clerk's home. They should be stored in such a way as to limit/mitigate potential loss	<ol style="list-style-type: none"> 1. Implement Document Retention and Archiving Policy. 2. Review insurance position.
M2	Staff	Loss of key personnel	M	Contractual arrangements with any staff to be properly documented, to include an appropriate notice period and be kept up to date with current legislation. Review of contractual arrangements on an annual basis to confirm that compensation and other key terms remain competitive for role performed. Provision of performance feedback to any staff on an annual basis and capture concerns or issues.	<ol style="list-style-type: none"> 1. Chair to ensure that any staff have appropriately documented contractual arrangements and that the Council has approved the key terms. 2. Chair or Vice Chair to provide performance feedback to any staff and relay any issues or concerns to the Council