

GDPR guidance for Foulden, Mordington and Lamberton Community Council

There are 6 principles that underpin the UK General Protection Regulation that stands alongside the UK Data Protection Act 2018, that Foulden, Mordington and Lamberton Community Council should follow. The Community Council must:-

- have a lawful basis for processing people's data
- process personal data for specific, explicit and legitimate purposes, must have clear reasons for processing this data that does not exceed these purposes
- only collect the personal data needed to fulfil its purpose
- ensure that data it processes must be accurate and regularly kept up to date
- keep data no longer than necessary
- keep data secure.

This will include the following practice

- Regularly reviewing email/communication lists and requesting whether individuals wish to remain on the list
- Ensure that personal data is stored securely.
- Using blind copy when emailing out lists - only using individual email addresses when the user gives their permission
- Community Councillors, co-opted members, SBC officers and representatives from public organisations attending or interacting with the community council should expect their names to be in the public domain on communications such as minutes. If there is any concern, this should be addressed to the Chair during the meeting.
- Information of individuals placed on communications published by the community council, including minutes must have their permission before publishing.
- If the community council receives a request for personal data of individuals other than those in the public domain the Community Council will not disclose this information without their informed consent. Also the Community Council reserves the right not to provide this information on the grounds of safeguarding. The Community Council may also decide to pass the request onto the individual concerned for them to decide whether they wish to respond or not.

Further information please see the following:

- Community Council Briefing Document from Scottish Borders Council November 2020
- ICO certificate for Foulden, Mordington and Lamberton Community Council