

MEOPHAM PARISH COUNCIL

Code of Practice for Information Handling

(1) Personal information that comes within the terms of the General Data Protection Regulation should be held by the Clerk either in paper or in electronic form and not given to Councillors except in exceptional circumstances. In such cases the information will be shown to relevant Councillors in the parish office and not taken away.

(2) A significant exception to this policy is that the Clerk will maintain an up-to-date list giving contact details of all councillors for internal use in the Council only. A copy will be given to all councillors in paper form. They will be asked to keep it in a secure location and not disclose any of the details to third parties.

(3) When councillors are considering competitive quotes or tenders from contractors at a meeting of the Council or one of its committees, details of the quotes or tenders including the name of and any relevant personal information about each of the contractors will be printed on pink coloured paper as separate documents and made available to councillors for the duration of the meeting only. All pink papers must be handed back to the clerk after the meeting for shredding. For convenience, copies will also be made available for consultation prior to the meeting in the Parish Office or the meeting room but these must not be copied or taken away.

(4) In cases where councillors receive email or other written communications which contain personal information about individuals, they should send them on to the Clerk for action or information and not retain copies.

(5) In cases where the Clerk receives an email or other written communication which needs to be sent on to a councillor or group of councillors for information or action, any personal information should first be redacted. In exceptional cases where personal information needs to be passed on to one or more councillors the policy set out in paragraph (1) shall apply.

(6) Communications amongst Councillors and/or employees of the Council about Council business outside meetings and communications to the Council from its professional advisers should be regarded as confidential to the Council. Both the content and the existence of such communications should not be disclosed to third parties.

(7) A breach of confidentiality by an employee of the Council will render them liable to disciplinary action. A breach by a Councillor will result in them being denied access to any further confidential information and removed from the Council's internal mailing lists for all information except the Summons and Agendas for meetings.

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