

Coddenham Parish Council



Maggie Burt, Parish Clerk
 E: clerk.coddenhampc@gmail.com
 Telephone: 07548 152181
 Correspondence: 4 Webbs Cottages,
 School Lane, Coddenham IP6 9PT
www.coddenhampc.org.uk

General Data Protection Awareness Checklist for Councillors

Whilst parish councils are expected to comply with Data Protection legislation, 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 required to ensure that councillors comply with the legislation:

Action	✓
Ensure that all devices (computers, laptops, phones) are password protected	

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