



# Beaundesert & Henley-in-Arden

## Joint Parish Council

*Working for the Benefit of the Residents of Henley-in-Arden*

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### **BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL**

#### **Councillor Device Policy – GDPR Legislation**

The purpose of this Policy is to ensure that Beaundesert & Henley in Arden Joint Parish Councillors do not hold unnecessary resident information on any of their devices that could be in breach of the new GDPR Legislation, which came into force on 25<sup>th</sup> May 2018.

All Joint Parish Councillors are reminded that they are not able to act as individuals, only as part of the whole Joint Parish Council. Therefore, if a resident contact a Councillor, either by email, letter or text, the Councillor should reply as soon as possible, copying in the Clerk to the reply, informing the resident that his/her query has been forwarded to the Clerk who would be dealing with it.

The Councillor should then delete the message from all his/her devices to ensure that the only computer holding the information is the Joint Parish Council computer. It should be noted that the Joint Parish Council computer is 'hosted' by a third-party company.

On receipt of the correspondence, the Clerk will communicate with the resident as follows: -

- If the query raised is administrative, the Clerk will deal with it and inform the resident of the course of action;
- If the query requires a decision from the JPC, the item will be added to the Agenda for the next scheduled JPC meeting for the JPC to consider.

**Approved:** Beaundesert & Henley in Arden Joint Parish Council approved on 16<sup>th</sup> July 2018