

YATELEY TOWN COUNCIL

DATA PROTECTION GUIDANCE FOR COUNCILLORS AND STAFF Quick Reference Guide

STOP AND THINK

- ✓ Do I need this information?
- ✓ Am I sharing it with the correct person?
- ✓ Does the recipient need all of it?
- ✓ Is there a legitimate Council purpose?
- ✓ Would I be comfortable explaining my decision to the individual concerned, the Council or the ICO?

If in doubt, ask the Town Clerk before acting.

COUNCIL EMAILS AND COMMUNICATIONS

- ✓ **Treat all Council information as work information.**
- ✓ Use Council email accounts for Council business.
- ✓ Check recipients and attachments before sending. Use BCC where appropriate when sending emails to multiple recipients to prevent the inadvertent disclosure of personal email addresses.
- X Don't: Forward Council emails to friends or family; share confidential information casually.

INFORMATION SHARING

- ✓ Share only what is necessary and with those who need it. Do not share information just because someone asks.

PERSONAL DEVICES & SECURITY

- ✓ Use strong passwords, MFA and device locks and updates. Do not allow others access to Council information.

WHATSAPP, TEXTS, TEAMS, ZOOM & SOCIAL MEDIA

- ✓ Consider whether the platform is appropriate.

- ✓ Remember messages may be Council records.
- ✓ Never share screenshots containing personal information.

PAPER RECORDS & CLEAR DESK WORKING

- ✓ Store paperwork securely, shred confidential papers, and do not leave documents unattended.

RESIDENT ENQUIRIES

- ✓ Collect only necessary information and pass matters requiring officer action through approved Council channels.
- ✓ Do not retain information longer than necessary.

FREEDOM OF INFORMATION (FOI) & SUBJECT ACCESS REQUESTS (SAR)

- ✓ Refer requests to the Town Clerk immediately.

TAKE EXTRA CARE WITH

- ✓ Health, children, staffing, criminal and financial information.

CYBER SECURITY

- ✓ Beware phishing, password requests and payment scams.

RECORD RETENTION

- ✓ Follow the Retention Policy and do not keep personal archives.

REPORT BREACHES AND NEAR MISSES IMMEDIATELY

- ✓ Report misdirected emails, lost documents, lost devices, accidental disclosures, breaches and near misses breaches to the Town Clerk immediately.

TRAINING & SUPPORT

- ✓ Training is provided and made available to all Councillors and staff.

THE GOLDEN RULE

ACCESS ONLY WHAT YOU NEED

SHARE ONLY WHAT YOU NEED

KEEP IT ONLY AS LONG AS YOU NEED IT

REPORT CONCERNS IMMEDIATELY