

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held at The Council Office, Tolvaddon Energy Park on Wednesday 24<sup>th</sup> January 2018 at 7pm.

PRESENT: Councillors Mrs Thompson (Chairman), Crabtree (Vice Chairman) and Ford.

ALSO PRESENT: Ms S Willsher, Clerk

The Chairman explained the safety procedures.

**GR18/01/1 TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Pavey

There were no members absent.

**GR18/01/2 MEMBERS TO DECLARE DISCLOSABLE PECUNIARY INTERESTS AND NON-REGISTERABLE INTERESTS (INCLUDING THE DETAILS THEREOF) IN RESPECT OF ANY ITEMS ON THE AGENDA AND ANY GIFTS OR HOSPITALITY OVER £25**

There were no interests declared.

**GR18/01/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications from members for dispensations.

**GR18/01/4 PUBLIC PARTICIPATION**

There were no comments from the public.

**GR18/01/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 23<sup>RD</sup> AUGUST 2017 AND THE CHAIRMAN TO SIGN THEM**

It was proposed by Cllr Ford, seconded by Cllr Crabtree and

**GR18/01/5.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 23<sup>rd</sup> August 2017 are received and approved with the correction of the typos and signed by the Chairman.**

On a vote being taken the matter was approved unanimously.

**GR18/01/6      MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

It was noted that the quotes for play inspections would be sought after March 2018, when the Council's contractor had completed the training course he was booked onto.

**GR18/01/7      TO REVIEW THE CRITERIA FOR THE LOCAL COUNCIL AWARD SCHEME, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was proposed by Cllr Ford, seconded by Cllr Mrs Thompson and

**GR18/01/7.2      RESOLVED:      that the Clerk would create a new tab under 'About Us' on the Council's website named 'Budget and Precept' and that the budget and precept information would be uploaded to the website annually;**

**It was noted that the Finance and Resources Committee would be considering an action plan for the Council at its meeting on the 12<sup>th</sup> February 2018;**

**That criteria 13 of the Foundation award is amended to read the same as the criteria for the Quality award;**

**That the asset register is available electronically;**

**That contracts for all members of staff will not be published or provided electronically due to the Data Protection Act etc;**

**That the Clerk would draft a disclaimer and a process for publishing draft minutes online; and**

**that the evidence of electors contributing to the Annual Parish meeting is evidenced in the minutes of the meeting.**

On a vote being taken the matter was approved unanimously.

**GR18/01/8      TO RECEIVE INFORMATION ON THE GENERAL DATA PROTECTION REGULATION WHICH WILL APPLY FROM THE 25<sup>TH</sup> MAY 2018, CONSIDER THE IMPLICATIONS FOR THE COUNCIL AND AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was proposed by Cllr Mrs Thompson, seconded by Cllr Crabtree and

**GR18/01/8.2      RESOLVED:      that the various documents and supporting information circulated by the Clerk were useful and would assist the Committee with decision making, the documents that were circulated are listed at the end of these minutes;**

**It was noted that the Data Protection Officer could not be the Clerk and that there had not been any advice released on who could be appointed to fill the role;**

**That the Clerk would book spaces for the Clerk, Cllr Crabtree and Cllr Ford onto the CALC GDPR training to be held on the 2<sup>nd</sup> March 2018 in Truro and that the Clerk would request that Cllr Thompson was allocated a space on any training held after the beginning of March;**

**It was noted that the Council was the Data Controller;**

**It was agreed to highlight to Full Council the following information – ‘Put simply, personal data is data that relates to a living individual who can be recognised from that data. The categories of personal data processed by a council may include:**

- Communications with individual local residents including letters, complaints and council surveys;**
- The council’s employment and recruitment records (e.g. employment contracts, and job applications);**
- Contracts with individuals and contracts which require processing of personal data;**
- Arrangements with volunteers;**

- **Communications with third parties e.g. principal authorities, CALCs, local charities, sports clubs, Disclosure and Barring Service ("DBS"), HMRC and staff pensions provider;**
- **The electoral roll; and**
- **Legal proceedings or transactions with individuals.**

**Members completed the ICO Training checklist for small and medium sized organisations – a copy of the completed checklist is attached at the end of these minutes;**

**That the Clerk would phone the Parish Council Support Line and ask for advice on backups, whether Parish Councils can use cloud backup and what security measures would need to be in place for all backup options;**

**It was agreed that the 'A Quick 'How to Comply' Checklist' would be completed at a later date;**

**That the Clerk would draft a risk register for consideration at the next meeting;**

**That the Clerk would audit what personal data the Council holds, where it came from and who it is shared with; this would be considered at the next meeting;**

**The Clerk would draft Privacy Notices in line with the GDPR for consideration at the next meeting;**

**That there would be an agenda item for the next meeting to check Council procedures to ensure they cover all the rights individuals have, including how the Council would delete personal data or provide data electronically and in a commonly used format;**

**That there would be an agenda item for the next meeting to consider how the Council would react to a request to delete data, to**

**consider systems to help locate and delete data and to agree who will make decisions about the deletion of data;**

**That there would be an agenda item for the next meeting to identify the lawful basis for the Council's data processing activities and for retaining personal data, document it and ensure that it is explained in the privacy notices;**

**That there would be an agenda item for the next meeting to review how consent is sought, recorded and managed, to consider completing the ICO checklist;**

**That the Clerk would find and circulate further advice on the GDPR in relation to children for consideration at the next meeting;**

**That the Clerk would find further advice on how to detect, report and investigate a personal data breach and any draft policies or advice on policies/procedures for consideration at the next meeting;**

**The Clerk would find further advice on Privacy Impact Assessment for consideration at the next meeting;**

**That the Clerk would compile a report identifying areas and activities which could cause GDPR compliance problems for consideration at the next meeting;**

**That the Clerk would complete the ICO self-assessment exercise and circulate it to the next meeting for consideration;**

**That the ICO 'A Practical Guide to IT Security' would be retained to refer to in the future;**

**That the Clerk would produce a report for each Governance Review Committee meeting, which would be included in the minutes, to detail the work that had been completed since the last meeting, who had**

**completed the work, what sources of advice had been used etc;**

**That the Clerk would monitor updates on the GDPR and circulate information to members of this Committee with future agenda packs;**

**That all GDPR work would be completed through the Governance Review Committee; and**

**That if the Council are unable to obtain spaces on the CALC GDPR training that a meeting would be organised with Mrs Mason from CALC to discuss the GDPR.**

On a vote being taken the matter was approved unanimously.

**GR18/01/9      TO RECEIVE ADDITIONAL INFORMATION, CONSIDER POLICIES, PROCEDURES AND ALL ASPECTS OF DEFIBRILLATORS DURING AND AFTER INSTALLATION AND MAKE RECOMMENDATIONS TO FULL COUNCIL**

It was proposed by Cllr Crabtree, seconded by Cllr Mrs Thompson and

**GR18/01/9.2      RESOLVED:      that the Chief Paramedic for the South West Ambulance Trust is invited to attend a meeting of this Committee to provide professional advice on defibrillators and that Cllr Ford would speak to the Kent ALC about how they dealt with defibrillators as they won an award for their work.**

On a vote being taken the matter was approved unanimously.

**GR18/01/10      TO RECEIVE AND APPROVE THE DRAFT RETENTION OF DOCUMENTS POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was agreed to defer this item until more work had been completed on the General Data Protection Regulation (GDPR).

**GR18/01/11 TO REVIEW THE HEALTH AND SAFETY POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was proposed by Cllr Mrs Thompson, seconded by Cllr Ford and

**GR18/01/11.2 RESOLVED: that the Health and Safety Policy has been reviewed and that the spelling of occurrences is corrected on page 5.**

On a vote being taken the matter was approved unanimously.

**GR18/01/12 TO REVIEW THE TREE SAFETY POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was proposed by Cllr Ford, seconded by Cllr Crabtree and

**GR18/01/12.2 RESOLVED: that Tree Safety Policy has been reviewed and that the following amendments are made:**

- **Page 1 – 3<sup>rd</sup> paragraph – amend to read ‘Manningham Wood is leased by Illogan Parish Council from two landowners. As lessees it is Illogan Parish Council’s responsibility to reasonably protect members of the public, contractors and staff who enter the wood. There is a 5-year management plan in place for Manningham Wood.’;**
- **Page 2 – Inspection Regime – amend to read ‘There will be one annual detailed inspection. The inspection will be completed by a competent person with the appropriate level of training.’**
- **Page 2 - 3 – Delete the whole section titled ‘Formal Inspections’;**
- **Pages 6 – 7 – delete the Tree Inspection Form; and**
- **That the following HSE extract is included at the end of the Policy – ‘Trees in high use zones are typically inspected once a year. It might not be practical or necessary to record every individual tree. Maps of groups of trees inspected may be helpful. However, you might need to**

**record an individual inspection if a particular tree presents a high risk. For example, if you decide to retain a tree with structural faults in a high use zone it would need an individual record. This could include the risk control measures that you have taken, and would most certainly include regular, ongoing monitoring.**

**Zones of medium use will have fewer visitors and are likely to be inspected less frequently (maybe every three to five years).**

**Low use zones typically have restricted access or few visitors. They may be remote or well away from paths. These zones may have no formal inspection procedure.'**

On a vote being taken the matter was approved unanimously.

**GR18/01/13 TO REVIEW THE ELECTRICAL EQUIPMENT AND PLANT POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was proposed by Cllr Mrs Thompson, seconded by Cllr Ford and

**GR18/01/13.2 RESOLVED: that the Electrical Equipment and Plant Policy has been reviewed and that the following amendments are made:**

- Page 2 – Testing – 1<sup>st</sup> paragraph – amend to read 'Fixed wiring will be tested and inspected periodically every five years by a suitably qualified, competent person and a record of the test and inspection will be kept on the Council Office. Arrangements will be made for any faults identified to be rectified by a suitably qualified person.'**
- Page 2 – Testing – delete 2<sup>nd</sup> paragraph; and**
- Page 2 – Electrical Equipment – amend to read 'The Council will ensure that they**



**purchase equipment that is suitable and fit for purpose. All operatives will be fully trained on the use of the equipment. All equipment will be used correctly in line with the manufacturer's guidelines. Hand held portable electrical equipment (i.e. vacuum cleaner etc) will be visually inspected by the user before use, the inspection will ....'.**

On a vote being taken the matter was approved unanimously.

**GR18/01/14 TO REVIEW THE WORK EQUIPMENT POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was proposed by Cllr Crabtree, seconded by Cllr Ford and

**GR18/01/14.2 RESOLVED: that the Work Equipment Policy has been reviewed and that the following amendments are made:**

- **Page 1 – Requirements under the Provision and Use of Work Equipment Regulations 1998 (PUWER) – amend to read 'Illogan Parish Council must ensure that work equipment meets the requirements of PUWER; the Council will ensure that:**
  - **Where equipment is found to be faulty or in an unsafe condition it will be withdrawn from use and arrangements will be made for repair by a suitably qualified person;**
  - **It is Suitable for use, and for the purpose and conditions in which it is to be used;**
  - **It is Maintained in a safe condition for use so that people's health and safety is not at risk; and**
  - **It is Inspected, in certain circumstances, including those required by other regulations, to ensure that it is and continues to be safe for use. All inspections will be carried out by a suitably**

**qualified, competent person and a record kept.**

On a vote being taken the matter was approved unanimously.

**GR18/01/15 TO REVIEW THE RISK ASSESSMENT POLICY/ARRANGEMENTS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was proposed by Cllr Mrs Thompson, seconded by Cllr Crabtree and

**GR18/01/15.2 RESOLVED: that the Risk Assessment Policy/Arrangements has been reviewed and that there are no amendments to be made.**

On a vote being taken the matter was approved unanimously.

**GR18/01/16 TO REVIEW THE DISPLAY SCREEN EQUIPMENT POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was proposed by Cllr Ford, seconded by Cllr Crabtree and

**GR18/01/16.2 RESOLVED: that the Display Screen Equipment Policy has been reviewed and that the following amendment is made:**

- Page 1 – last bullet point – amend to read ‘Review the assessment when the user, DSE or workstation layout changes.’**

On a vote being taken the matter was approved unanimously.

**GR18/01/17 TO REVIEW THE FIRE AND EMERGENCY PROCEDURES POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was proposed by Cllr Crabtree, seconded by Cllr Ford and

**GR18/01/17.2 RESOLVED: that the Fire and Emergency Procedures Policy has been reviewed; the Clerk will write to all users of Illogan Park Changing Rooms and ask them to appoint a responsible person and notify the Council of the name of that person and that the following amendments are made:**

- To add ‘The overall responsibility for fire safety is Illogan Parish Council.’**

- To add 'The Clerk would be the responsible person for the Council Office and that each user of the Changing facilities will appoint a responsible person.'
- To add 'Fire complete appropriate inspection, testing and maintenance of fire equipment, alarms, extinguishers etc.'

On a vote being taken the matter was approved unanimously.

**GR18/01/18 TO REVIEW THE FIRST AID POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was proposed by Cllr Ford, seconded by Cllr Crabtree and

**GR18/01/18.2 RESOLVED:** that the First Aid Policy has been reviewed and that there are no amendments to be made; it was noted that the Administration Assistant was the appointed person to take charge of first aid arrangements.

On a vote being taken the matter was approved unanimously.

**GR18/01/19 TO REVIEW THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was proposed by Cllr Crabtree, seconded by Cllr Mrs Thompson and

**GR18/01/19.2 RESOLVED:** that the Control of Substances Hazardous to Health (COSHH) Policy has been reviewed and that the following amendments are made:

- Page 1 – A hazardous substance is one that is defined as being one or more of the following: - add another bullet point to read 'Has an approved workplace exposure limit.'
- Page 1 – Illogan Parish Council when assessing risk will consider: - add another bullet point to read 'Whether a suitable safer alternative substance or product is available.'

On a vote being taken the matter was approved unanimously.

**GR18/01/20 TO REVIEW THE MANAGEMENT OF CONTRACTORS POLICY,  
AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED  
EXPENDITURE**

It was proposed by Cllr Mrs Thompson, seconded by Cllr Ford and

**GR18/01/20.2 RESOLVED: that the Management of Contractors Policy  
has been reviewed and that the following  
amendments are made:**

- **Amend the questionnaire to include the following directly below 'Name and Position of person completing this form:'  
– 'Have you achieved a relevant accreditation with a SSIP (i.e. CHAS, SMAS etc) or similar and can produce a current certificate? If yes, please provide details of the experience you have in the type of work specified in the job specification. Can you provide existing risk assessments done for similar jobs? If no, please complete the remainder of the form.'**
- **Add a new section headed 'Construction Work' and include the following text  
'Where the work to be undertaken is 'construction work' as defined in the Construction (Design & Management) Regulations 2015 a Principal Contract (and Principal Designer where more than one contractor is involved) be appointed and this contractor will be required to produce a suitable Construction Phase Plan prior to work commencing. In addition the Clerk will ensure that the contractor will implement the following arrangements:**
  - **A suitable site induction is provided;**
  - **The necessary steps are taken to prevent access by unauthorised persons to the construction site;**
  - **Welfare facilities are provided; and**
  - **Emergency procedures are in place for Fire, First Aid, other emergencies.'**

- **Competency Checklist – amend to read ‘What is your recent health and safety performance? (last 3 years) For example how many accidents and cases of ill health have you had and has the HSE taken any action against you? In either case please describe the actions taken to prevent re-occurrence.’**

On a vote being taken the matter was approved unanimously.

**GR18/01/21 TO REVIEW THE EMPLOYEE CONSULTATION POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was proposed by Cllr Crabtree, seconded by Cllr Mrs Thompson and

**GR18/01/21.2 RESOLVED: that the Employee Consultation Policy has been reviewed and that no amendments are made.**

On a vote being taken the matter was approved unanimously.

**GR18/01/22 TO REVIEW THE LONE WORKING POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was proposed by Cllr Crabtree, seconded by Cllr Ford and

**GR18/01/22.2 RESOLVED: that the Lone Working Policy has been amended and that the Policy is amended to read:**

**‘It is sensible to have a policy and procedure for Lone Working however there does not appear to be any discernible significant risk to employees working alone. The nature of the Council’s business is not one that invites a risk, such as robbery etc. and the employees do not undertake any work liable to cause them injury or ill health, any different to what might occur at home.**

**Visits to see persons unknown are generally planned and not spur of the moment, these visits/meetings can therefore be planned and arrangements made for an accompanied visit and suitable arrangements for reporting in made.**

**Visits for meetings at venues/event i.e. County Hall for example, do not require any specific arrangements to be made, they are generally pre-planned and in the diary.**

**At times an employee may be on their own in the office, but there is no reason as to why they would be at any significant risk.'**

On a vote being taken the matter was approved unanimously.

**GR18/01/23 TO REVIEW THE WORK-RELATED STRESS POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was proposed by Cllr Mrs Thompson, seconded by Cllr Crabtree and

**GR18/01/23.2 RESOLVED: that Work-Related Stress Policy has been reviewed and that there are no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR18/01/24 TO REVIEW THE REPORTING OF ACCIDENTS AND INCIDENTS (RIDDOR) POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was proposed by Cllr Ford, seconded by Cllr Mrs Thompson and

**GR18/01/24.2 RESOLVED: that the Reporting of Accidents and Incidents (RIDDOR) Policy has been reviewed and that the following amendments are made:**

- **To add 'All injuries to employees will be entered into the accident book. Public accidents will also be recorded.'**
- **Add 'RIDDOR reportable accidents and incidents will be investigated together with any injury reported by a member of the public. In the first instance the Clerk shall investigate the incident, the Clerk will report to the Governance Review Committee for further investigation and to consider whether any actions need to be taken.'**

On a vote being taken the matter was approved unanimously.

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**GR18/01/25     DATE AND TIME OF NEXT MEETING**

The next meeting would be held on the Thursday 8<sup>th</sup> March 2018, 7pm  
in the Council Office.

There being no further business the Chairman closed the meeting at 8.36pm.

Signed: ..... Chairman

Date: .....

**List of General Data Protection Regulation Documents Circulated to Members with the Agenda for this Meeting**

- Preparing for the General Data Protection Regulation (GDPR) 12 steps to take now
- Completed checklist 'NALC Legal Briefing L04-17
- NALC Legal Briefing L05-17', 'NALC Briefing L08-17
- Privacy Notices Under the EU General Data Protection Regulation
- Your Privacy Notice Checklist
- NALC Briefing L09-17
- ICO Training Checklist for Small and Medium Sized Organisations
- ICO A Practical Guide to IT Security
- GDPR at a Glance
- A Quick How to Comply Checklist
- Personal Information Online Small Business Checklist
- Data Protection Officers
- GDPR Notes of telephone conversation with Mrs Mason from CALC
- Extract from NALC Chief Executive's Bulletin 12.01.18
- Clerk's Thoughts on GDPR





## Training checklist for small and medium sized organisations

### Data Protection Act

High-profile security breaches have increased public concern about the handling of personal information. As some 80% of security incidents involve staff there is a clear need for all workers to have a basic understanding of the Data Protection Act 1998 (DPA).

We recognise that some organisations have limited resources to devote to staff training. This note outlines some of the practical implications of the Act and is intended as a basic training framework for general office staff in small and medium sized organisations. Under each heading is a **non-exhaustive guide** to the points that should be covered in any training. Staff with duties such as marketing, computer security and database management may need specialist training to make them aware of particular data protection requirements in their work area.

### 1 Keeping personal information secure

Do your staff know:

- To keep passwords secure – change regularly, no sharing? *Yes*
- To lock / log off computers when away from their desks? *Yes*
- To dispose of confidential paper waste securely by shredding? *Yes*
- To prevent virus attacks by taking care when opening emails and attachments or visiting new websites? *Yes*
- About working on a 'clear desk' basis - by securely storing hard copy personal information when it is not being used? *Yes*
- That visitors should be signed in and out of the premises, or accompanied in areas normally restricted to staff? *Not Applicable to us due to size and layout of office.*

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- About positioning computer screens away from windows to prevent accidental disclosures of personal information? *Yes*

- To encrypt personal information that is being taken out of the office if it would cause damage or distress if lost or stolen? *Nothing is taken out of the office.*

- To keep back-ups of information? *Yes, use cloud backup and an external hard drive which stays in the office.* *Backup to the cloud - looking into cloud backup as part of GDPR preparations.*

### 2 Meeting the reasonable expectations of customers and employees

Do your staff know:

- To collect only the personal information they need for a particular business purpose? *Yes*
- To explain new or changed business purposes to customers and employees, and to obtain consent or provide an opt-out where appropriate? *Yes*
- To update records promptly – for example, changes of address, marketing preferences? *Yes*
- To delete personal information the business no longer requires? *Yes*
- That they commit an offence if they release customer / employee records without your consent? *Yes*
- About any workplace monitoring that may be in operation? *Yes*

### 3 Disclosing customer personal information over the telephone

Do your staff know:

- To be aware that there are people who will try and trick them to give out personal information? *Yes*

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- That to prevent these disclosures they should carry out identity checks before giving out personal information to someone making an incoming call? *Yes*
- To perform similar checks when making outgoing calls? *Yes*
- About limiting the amount of personal information given out over the telephone and to follow up with written confirmation if necessary? *Yes*

### 4 Registration (notification) under the Data Protection Act

Do your staff know:

- Whether the company has registered with the ICO or is relying on an exemption? *Yes*
- That you need to monitor changes in business use of personal information, and notify the ICO if appropriate? *Yes*

### 5 Handling requests from individuals for their personal information (subject access requests)

Do your staff know: *Yes and further training will be given on the changes under the GDPR.*

- That people have a right to have a copy of the personal information you hold?
- How to recognise a subject access request?
- Who to pass it to if it is not their responsibility to answer?
- That the company has a maximum of 40 days to respond?
- That the maximum fee that can be charged is £10?
- That they may need to check the identity of the requester?
- What to do if other people's information is contained in the proposed response?

## Other considerations

Additional guidance is also available if you need further information on:

- Registration under the Data Protection Act:  
<https://ico.org.uk/for-organisations/register/>
- Getting it right - A brief guide to data protection for small businesses:  
[https://ico.org.uk/media/for-organisations/documents/1559/getting it right a brief guide to data protection for smes.pdf](https://ico.org.uk/media/for-organisations/documents/1559/getting-it-right-a-brief-guide-to-data-protection-for-smes.pdf)
- Getting it right - Small business checklist:  
[https://ico.org.uk/media/for-organisations/documents/1558/getting it right - how to comply checklist.pdf](https://ico.org.uk/media/for-organisations/documents/1558/getting-it-right-how-to-comply-checklist.pdf)
- Employment Practices Code – A Quick Guide:  
[https://ico.org.uk/media/fororganisations/documents/1128/quick guide to the employment practices code.pdf](https://ico.org.uk/media/fororganisations/documents/1128/quick-guide-to-the-employment-practices-code.pdf)
- CCTV Code of Practice:  
<https://ico.org.uk/media/for-organisations/documents/1542/cctv-code-of-practice.pdf>
- Releasing information to prevent or detect crime:  
<https://ico.org.uk/media/for-organisations/documents/1594/section-29.pdf>
- Electronic mail marketing:  
<https://ico.org.uk/for-organisations/marketing/>
- Calling customers listed on the Telephone Preference Service:  
<https://ico.org.uk/for-organisations/guide-to-pecr/electronic-and-telephone-marketing/telephone-marketing/>
- Checklist for handling requests for personal information (subject access requests): <https://ico.org.uk/media/for-organisations/documents/1599/subject-access-checklist.pdf>

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### Useful contacts

Federation of Small Businesses  
Sir Frank Whittle Way  
Blackpool Business Park  
Blackpool  
FY4 2FE  
Phone: 0808 20 20 888  
[www.fsb.org.uk](http://www.fsb.org.uk)

Department for Business, Innovation and Skills  
1 Victoria Street London SW1H 0ET  
Phone: 020 7215 5000  
<https://www.gov.uk/government/organisations/department-for-business-innovation-skills>

### More information

This checklist will be reviewed and considered from time to time.

It is a guide to our general recommended approach, although individual cases will always be decided on the basis of their particular circumstances.

If you need any more information about this or any other aspect of data protection, please [Contact us: see our website www.ico.org.uk](http://www.ico.org.uk).

