

# Hopesay Parish Council

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Friday 6<sup>th</sup> July 2018

To: Former Councillors of Hopesay Parish Council

Dear Former Councillor

Hopesay Parish Council is writing to former councillors to advise them about data that they might still inadvertently be holding that relates to their time as councillor and which could be subject to the General Data Protection Regulations (GDPR) legislation.

During your time as councillor, you would have almost certainly used your personal email account for council related business, in common with most other smaller councils. Many councils are now moving to an email system like that operated by Shropshire Council and schools and colleges; where councillors and officers / staff do not use their personal email accounts for work / business matters. This is considered best practice and is considered safer in terms of protection of data. It means or should mean that when a councillor retires or ceases to serve, he or she no longer has access to 'councillor' emails (just as administrators and other staff in schools and colleges no longer have access to their work emails when they retire or leave).

You have probably already deleted those emails that were sent to you or sent by you in your role as a parish councillor; but if not, it is recommended that you securely delete them now. In particular any emails containing personal identifying data, and this includes other people's email account addresses.

It is also advised that you securely destroy (shred or burn) any hard copies / files containing any data that is not in the public domain, and hard copies / files containing personal identifying data. Files and hard copies containing confidential or personal identifying data should never be put in the recycling bin.

Hopesay Parish Council does not retain contact details of former councillors, so this letter will not reach all former councillors. If you are still in touch with any of your former councillor colleagues, would you be kind enough to mention this matter to them please? Thank you very much indeed.

Yours sincerely

*Meg Gwilliam*

**Clerk, Hopesay Parish Council**  
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