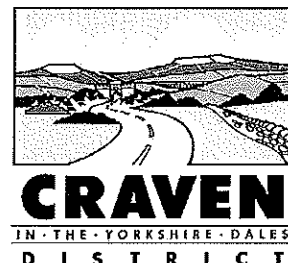


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BD23 1FJ



Clerks of Parish Councils and  
Chairs of Parish Meetings

Telephone: 01756 706336  
From: David Roper-Newman  
Information Governance Manager  
[Droper-newman@cravenc.gov.uk](mailto:Droper-newman@cravenc.gov.uk)  
19 December 2017

*Dear Clerk/Chair,*

### **The General Data Protection Regulation – implementation**

At the parishes liaison meeting on 20 September, I outlined the main features of the General Data Protection Regulation (GDPR) that is being implemented in the UK at the end of May 2018. I also referred to the Data Protection Bill which is currently passing through Parliament, and which together with the GDPR will make wide reaching and fundamental changes to the way that organisations handle personal data in the UK and across the continent.

You may have seen recent correspondence from the NALC which reflects the concerns of parish councils regarding the implementation of the reformed data protection regime. This is largely because all public authorities that handle personal data, irrespective of size, are required to be compliant with the new legislation from 25 May 2018.

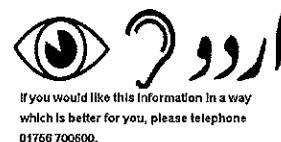
The legislation requires all public authorities to appoint a data protection officer (DPO), whose role is to carry out a number of specific tasks in order to ensure compliance with the legislation. The role and tasks of the DPO are described in the attached extract.

However, in recognition of the likely onerous burden on smaller organisations, there is provision to allow a single DPO to cover a group of authorities. As the District Council is the largest public authority in the District, and is having to implement all the requirements of the reforms, we would prefer to support the parish councils in our District and offer to you the benefits of the economies of scale which are available, so avoiding the need for you to reinvent the wheel so to speak. In practical terms, we would provide you with the services of our DPO to carry out the tasks described in Article 39.

We will have to make a nominal charge for this service, and there will be some additional requirements on participating council officers, for example to attend an awareness session, and provide certain information, however the burden on your authority will be much less for you than if you have to comply with the new requirements unsupported.




Paul Shevlin, Chief Executive  
Calls may be recorded for training and monitoring purposes  
For general enquiries telephone 01756 700600  
[www.cravenc.gov.uk](http://www.cravenc.gov.uk)



Please note that these rules do not apply to parish meetings, who are not normally required to register as data controllers, although I wanted to share this with chairs for information.

If any parish council which has not already approached us is interested in joining these arrangements, or requires further information, please contact me on 01756 706336 email [droper-newman@cravendc.gov.uk](mailto:droper-newman@cravendc.gov.uk) no later than the end of January 2018.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'David Roper-Newman', with a stylized flourish at the end.

**David Roper-Newman**  
**Craven District Council**