



To: **All Members of Killamarsh Parish Council Health, Safety and Wellbeing Committee**

You are Hereby Summoned to attend a meeting of the Parish Council to be held on MONDAY 29th January 2024 at 7:00 PM KILLAMARSH COMMUNITY HUB.

Yours sincerely

Mrs Gail Blank
Clerk & Responsible Finance Officer to the Parish Council

AGENDA

- 1 Chair's Announcements**
 - To receive the Chairman's opening announcements.
- 2 Apologies for Absence**
 - To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.
- 3 Declaration of Disclosable Pecuniary & Other Interests**
 - a. To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.
 - b. To receive, consider and record Members requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.
- 4 Adjournment for Public Participation**
 - To adjourn the meeting for 15 minutes to allow members of the public, 3 minutes each, to make representation on the business of the agenda for the meeting. No resolutions can be made under public participation.
- 5 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960**
 - To consider and resolve any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.
- 6 Minutes from the previous meeting**
 - a. To approve the draft minutes of the Health, Safety and Wellbeing Committee meeting held on 9th October 2023 . (attached).

b. To receive any update on any ongoing issues not covered as an agenda item.

7 Staffing

a. To consider and approve the amendment of the Events & Marketing managers terms of pay (Confidential report attached).

b. To consider and approve the appointment of a Caretaker/Cleaner for the Parish Suite (report attached).

c. To consider and approve the appointment of a Bar Supervisor (report attached).

8 Policies

a. To consider and approve the Health & Safety Policy

b. To consider and approve the Complaints Policy

c. To consider and approve the GDPR General Data Protection Regulation Policy

d. To consider and approve the GDPR Security Incident Policy

e. To consider and approve the GDPR Data Breach Incident Response Policy

9 Items for discussion for a future agenda

- To receive any items for discussion for a future agenda

10 Date of the Next Council Meeting

- Proposed Monday 4th March 2024

PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which will give reasons for the public's exclusion in accordance with the Public Bodies (Admission to Meetings Act) 1960.

RECORDING OF COUNCIL MEETINGS

Under the Openness of Local Govt. Bodies Regulations 2014, the Council, members of the public and press may film, record or photograph a formal Council meeting when the meeting is in public session. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted.

PUBLIC PARTICIPATION

Notice is given that at a time agreed by the meeting, 15 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting. Any members of the public shall not speak for more than three minutes unless permitted by the Chair. A question asked by a member of the public during public participation shall not require a response or debate during the meeting though the Chair may direct that a written response will be provided subsequent to the meeting.

CORONAVIRUS

Killamarsh Parish Council will continue to monitor Covid-19 and act accordingly. Attendees are encouraged to register their attendance on arrival and to use the hand sanitiser provided. Members of the public who are unable to attend can email their questions to the Parish office (parish.office@killamarsh-pc.gov.uk) in advance of the meeting which will be read out under the public participation session.



Killamarsh Parish Council

Killamarsh Parish Office
Stanley Street
Killamarsh, S21 1EL

Tel: 0114 247 2260
Email: parish.office@killamarsh-pc.gov.uk
Website: www.killamarsh-pc.gov.uk

MINUTES OF THE HEALTH, SAFETY & WELLBEING COMMITTEE HELD ON MONDAY 09 OCTOBER 2023

Those present :

Chair : Cllr C Curzon
Vice-Chair : Cllr B Rice
Councillors : Cllr T Lacey, Cllr J Windle
Officers : Mrs G Blank

HSW102 Chair's Announcements

The Chair welcomed everyone to the meeting.

HSW103 Election of a Vice Chair

RESOLVED: That Cllr Rice is elected as Vice Chair.

HSW104 Apologies for Absence

Apologies were received from Cllr D Drabble and Cllr C Eggington and the reasons given were accepted.

HSW105 Declaration of Disclosable Pecuniary & Other Interests

a. To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about Council contracts where the employee has a financial interest in accordance with the LGA 1972,s117.

None received.

b. To receive, consider and record Members requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be put in writing to the Clerk prior to the meeting.

None received.

HSW106 Adjournment for Public Participation

- To adjourn the meeting for 15 minutes to allow members of the public 3 minutes each to make representation on the business of the agenda for the meeting. No resolutions can be made under public participation.

There were no members of the public in attendance.

HSW107 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

- To consider and resolve any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.

There were no members of the public in attendance

HSW108 Minutes from the previous meeting

a. To approve the draft minutes of the Health, Safety and Wellbeing Committee held on the 20th March 2023.

RESOLVED: That the minutes of the meeting held on the 20th March 2023.

b. To receive an update on any ongoing issues not covered as an agenda item.

HSW95 - The Clerk provided the Committee with an update on the 3 newest members of staff and informed them that their 6 months probation review was required at the end of October. The Clerk reported no issues.

HSW96 - The Clerk confirmed that herself and the Events Manager had completed the Personal Licence training and also First Aid training.

HSW109 Staffing

a. To consider and make a decision on the handyman's request to reduce his hours.

The Clerk explained that one of the handymen had requested to reduce his hours and another had offered to work the hours to make up the shortfall in cover.

The Clerk suggested that this be approved as a temporary adjustment and that the Committee do a full review of the Handymen / Caretaker requirements.

RESOLVED: That the handyman's request is approved temporarily and that a full review of the duties takes place and training requirements assessed.

b. To consider and approve the appointment of a Bar Manager as recommended by the Events and Communications Committee.

c. To approve the job description and remuneration of the Bar Manager.

d. To appoint the recruitment panel for the Bar Manager.

The Clerk outlined the duties of the Bar Manager to the Committee. Cllr Windle asked if the Events Manager could take on these duties. The Clerk informed Councillors that currently the Events Manager doesn't have experience but has said she is willing to be trained.

The Clerk suggested that as an alternative to employing a Bar Manager they consider bringing in an experienced bar manager in to train and support the Events Manager on an ad hoc basis and provide cover in her absence. Councillors agreed that this was a sensible interim idea until the success of the Suite is known.

RESOLVED: That the Committee recommends that the Council engages the services of an experience Bar Manager to train, support and cover for the Events Manager.

e. To consider the future appointment of a Caretaker for the Hub and Parish Suite when bookings dictate this is required.

It was agreed that this would be looked at as part of the review of the Handymen duties.

f. To consider and make a decision on the Clerks request to take on additional employment with DALC.

The Clerk informed Councillors that as part of her employment conditions she has to get the authority of the Council to take on any additional work. DALC are trying to recruit experienced

Clerks to become internal auditors due to a national shortage. The Clerk explained that training is free and that it is a zero hour contract allowing Clerks to pick and choose how much they do. All work will be done in the Clerks own time and if she finds it too much her role as the Clerk will always take priority.

Cllr Windle was happy to propose that the Clerk is supported as long as she was confident she could manage the additional workload.

RESOLVED: That the Clerks request is approved.

HSW110 Health & Safety

- To consider and approve whether to renew the Health & Safety support.

The Clerk had circulated the renewal notice to the Committee members prior to the meeting and asked them if they thought the £1,800 price was value for money bearing in mind the council only has a small number of staff and no leisure centre.

The Clerk has had no need for the health & safety services and said the risk assessment templates they provide can be obtained from the HSE and pooling resources from other Councils.

Councillors agreed that it wasn't worth the subscription and with several Councillors having a health and safety background the Council would be able to support the Clerk.

Councillors discussed developing a training plan for the handymen which would be mandatory and also a list of essential PPE that the handymen should sign an agreement accepting these terms.

It was agreed a small amount should be left in the budget for any ad hoc support.

RESOLVED: That the Health & Safety support is not renewed.

HSW111 Training

- To consider and approve (if applicable) the Clerks attendance at the 2024 Practitioners Conference.

The Clerk explained the purpose of the conference to the Committee and the benefits of keeping up to date with legislation and policy changes and better ways of working.

The conference also goes a long way towards the Clerks required annual CPD points.

RESOLVED: That the Clerks attendance at the Practitioners Conference is approved.

HSW112 Budget

- To consider and approve the Committees budget requirements for 2024/25

The Clerk explained that forecasting the salary element of the budget is proving difficult due to the 23/24 pay award still not being agreed. The budget for 23/24 had been set with a 3% increase but this has been rejected by unions. The Clerk has based the salary projection on a flat rate increase for 23/24 (the same as 22/23) and a 5% increase for 24/25.

The Committee then looked at the other budget heads in their remit and agreed the figures suggested.

RESOLVED: That the budget proposal is recommended to the Finance Committee.

HSW113 Items for discussion for a future agenda

- Staffing policy reviews
- Caretaker / Handymen review of duties and hours

HSW114 Date of the Next Council Meeting

The Committee agreed to meet quarterly with any urgent matters arising being raised at an Emergency Committee Meeting as and when required.

MEETING CLOSED 19:50

Killamarsh Parish Council

Report to Members of the Parish Council

TO:	Health, Safety & Wellbeing Committee
MEETING DATE:	29 th January 2024
SUBJECT:	Appointment of a Caretaker / Cleaner for the Parish Suite
REPORT AUTHOR:	Gail Blank

Item 7b

Purpose of Report:

To consider and approve the appointment of a Caretaker / Cleaner for the Parish Suite

Background

The Parish Suite is now back holding events and meetings and requires a person to clean and maintain the premises. The Parish Councils current cleaner is not wanting any additional hours long term and it is not felt the current handypersons can fulfil the requirements of the post.

Proposal

That a position of Caretaker / Cleaner for the Parish Suite is created. This post will have full responsibility for the cleaning and maintenance of the Parish Suite as well as supporting the Events and Marketing Manager to get the room ready for events and meetings.

Following events and meetings the post holder will be responsible for checking the room has been left in a reasonable state, put away all equipment and ensure the room is cleaned and maintained.

The successful candidate will also ensure all equipment in the Parish Suite is properly maintained and cleaned on a regular basis to meet basic standards. Other duties will include PAT testing equipment, fire alarm testing, decorating, cleaning, floor covering maintenance etc.

Recommendation

That the Council approve the appointment of a Caretaker / Cleaner from April 2024 on a 25 hour per week basis on the same rate of pay as the other Council handy persons.

Killamarsh Parish Council

Report to Members of the Parish Council

TO:	Health, Safety & Wellbeing Committee
MEETING DATE:	29 th January 2024
SUBJECT:	Appointment of a Bar Supervisor for the Parish Suite
REPORT AUTHOR:	Gail Blank

Item 7c

Purpose of Report:

To consider and approve the appointment of a Bar Supervisor for the Parish Suite

Background

The Parish Suite is now back holding events and meetings and requires a person to assist with overseeing the running of the bar when the Events and Marketing Manager is not on duty.

Proposal

The Events and Marketing Manager will attend all Parish Council run events, but it is not practicable for her to work at private hire functions due to the limitations on her hours and other duties she must perform.

The proposal is to employ an experienced bar person who is paid at an enhanced rate of pay as and when they are required to take on the role of Bar Supervisor. This person will have responsibility for the cashing up of the till at the end of the event, ensuring all licencing requirements are adhered to and securing the building at the end of the event.

The bar supervisor will also be responsible for letting the Events & Marketing manager know what stock needs to be replenished and any issues raised at each event.

Recommendation

That the Council approve the appointment of a Bar Supervisor at a rate of pay of £13.50 per hour on a as and when required basis.

Killamarsh Parish Council

KPC 67 Health & Safety Policy

DETAILS OF POLICY	
Policy No	KPC 67
Policy Title	Health & Safety Policy
Committee/Working Party Responsible	Health, Safety and Well Being Committee
Last Reviewed	January 2024
Next Review Date	January 2026

The Policy

1. Policy Statement

Killamarsh Parish Council believes that Health & Safety performance is an integral part of the efficient and cost-effective discharge of its duties and is aware of its responsibilities under the Health & Safety at Work Act 1974. The Parish Council therefore intends to meet those responsibilities as far as is reasonably practicable by incorporating good health and safety management within all its operations.

The objective of the Parish Council policy is to minimise risks to health, safety and welfare of its employees, voluntary workers, general public and others affected by its activities and to minimise risks to the environment. All reasonable measures will be taken to ensure that a safe working and community environment is created.

Members of the Parish Council have the responsibility for implementing this Policy and must ensure health and safety considerations are always given priority in planning and day-to-day supervision of work.

All employees and voluntary workers are expected to co-operate in carrying out this policy throughout the Parish Council's activities and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.

All employees, voluntary workers and contractors associated with any works carried out by the Parish Council will be made aware of this policy and the importance of commitment to its objectives.

The organisation and arrangements for implementing the Policy are set out in the Policy document. The Policy will be kept up to date in response to changes in legislation or best practice. To ensure this, the Policy, and the way in which it has operated, will be reviewed annually or as the need arises.

2. Organisation (Roles and Responsibilities)

2.1 Duties and Responsibilities of Parish Councillors

All Parish Councillors are jointly responsible for the implementation of this Health & Safety Policy, for monitoring the day-to-day administration of the Council's affairs, and ensuring that all insurance policies are in date.

In doing so, they will ensure that:

A copy of this policy is circulated to all employees and voluntary workers on appointment. Opportunity will be given to discuss this policy on an individual basis to ensure that it is fully understood and implemented.

The Council's activities are monitored to ensure that the objectives of the Health & Safety Policy are being complied with.

Contracts of employment include compliance with statutory and company health, safety & environmental requirements.

All staff have adequate competence and training for carrying out their specific jobs and for ensuring the health, safety and welfare of themselves and those around them.

Employees and voluntary workers are aware of the hazards which may exist within the operation of their tasks, and that they fully understand and observe all aspects of the Parish Council's Health & Safety Policy.

No employee or voluntary worker shall be engaged in any work activity where technical knowledge or experience is necessary to prevent danger or injury unless he or she possesses such knowledge or experience, or is under supervision of a competent person having regard to the nature of the work.

Safe methods of work are adopted.

- all suppliers comply with Section 6 of the Health & Safety at Work Act (HASAWA) in supplying articles and substances that are safe and without risk to health when properly used and to provide information to enable them to be properly used;
- any accidents arising out of the Council's activities are recorded, reported and investigated as detailed in the accident reporting procedure.
- regular inspections of equipment are carried out and necessary records kept.

2.2 Duties and Responsibilities of all Employees and Voluntary Workers

- Employees and voluntary workers have a responsibility to conform to the Parish Council policy and with the Health & Safety at Work etc. Act 1974 and associated legislation.
- Employees and voluntary workers have a statutory duty to take reasonable care of the safety and health of themselves and others who may be affected by their acts or omissions and to cooperate with the company to enable it to fulfil statutory obligations. They should also ensure that they are physically fit and technically responsible for the work requested of them.

- Employees and voluntary workers have responsibility for properly using any safety devices involved in their work. They will not recklessly interfere with or misuse anything provided in the interests of health, safety, and welfare.
- All accidents and near miss incidents shall be reported to the Parish Clerk and recorded in the Parish Council accident book as soon after the event as possible. Employees and voluntary workers will also co-operate with the management in investigating all accidents and near misses.
- Employees and voluntary workers must request assistance or advice about any area of work that they are not familiar with.

2.3 Duties and Responsibilities of all Contractors

Contractors must comply with the following:

- Any contractors employed by Killamarsh Parish Council shall be responsible for always conducting themselves safely and in complying with the Parish Council's Health & Safety Policy.
- Any work carried out must be fully in compliance with statutory legislation and Codes of Practice to ensure the health and safety of their own employees and others on and off site.
- All tools and equipment that they bring onto site must be safe and in sound working order. All necessary guards and safety devices must be in place and necessary certificates must be available for checking.
- Any injury sustained whilst on site must be reported to the Parish Clerk immediately.
- All electrical equipment must have a valid Portable Appliance Test certificate.
- Contractors must provide written risk assessments and method statements where necessary, before commencing work for or on behalf of the Parish Council.

2.4 Duties and Responsibilities of all Visitors

Killamarsh Parish Council owes a duty of care to visitors to the Parish Council controlled areas of the village. Parish Councillors will ensure so far as is reasonably practicable that safe access and egress is available and that that areas are maintained in a safe condition. Visitors are expected to take note of any health and safety notices to ensure their safety whilst in Council controlled areas.

3. Arrangements

3.1 The enforcement agency for Local Authorities is the Health & Safety Executive. Any site visit carried out by Statutory Inspectors shall be co-ordinated with the full cooperation of Parish Councillors and any recommendations carried out as soon as reasonably practicable.

3.2 Risk Assessments:

Generic risk assessments will be co-ordinated by the Parish Clerk for all public areas and assets controlled by the Parish Council. These assessments will be recorded, monitored, and reviewed annually.

3.3 Training Parish Councillors are responsible for ensuring that appropriate health & safety training is provided for employees and voluntary workers. The Parish Clerk is responsible for maintaining records of such training.

3.4 Accident reporting:

The Parish Clerk must be notified immediately if an accident occurs to anyone whilst on Parish Council business. This includes Parish Councillors, employees, voluntary workers, visitors, contractors etc. A form in the accident book must be completed and returned to the Clerk. The Parish Clerk will ensure that the requirements of RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) are complied with. Where required, accidents and near misses shall be investigated by the Parish Clerk and remedial actions recommended to the Parish Council where necessary. Where the activity which gave rise to the accident is under the control of a nominated Parish Councillor then that person shall assume the responsibilities of the Parish Clerk in the preceding paragraph.

3.5 Provision and Use of Work Equipment:

If equipment provided by the employer is damaged or faulty the employee is responsible for the immediate return or report of such equipment to the employer for repair or replacement. (Provision and use of Work Equipment Regulations 1998) If the equipment is lost or damaged through negligence, there is an onus on the employee to report such loss or damage immediately.

3.6 Procurement of Materials, Equipment & Contractors:

Anyone who purchases or hires materials, equipment or contractors on behalf of the Parish Council must ensure that they have read and fully understand this health and safety policy. All suppliers are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required. This information must then be passed on to the Parish Clerk in order to be recorded.

3.7 Violence/Personal Safety:

To avoid violence and aggression from members of the public or contractors, all staff should avoid getting into a confrontational situation. Always remain polite, but back off from situations that are potentially dangerous. Any incidents should be reported to the Clerk who may call the police, if it is considered necessary.

3.8 Inspections & Documentation Review:

An annual inspection of village assets will be carried out and the findings recorded. Any serious defects/items for attention must be actioned immediately. Activity risk assessments, the health and safety policy document and all other health and safety documentation will also be reviewed annually considering any changes in personnel, procedural or physical changes.

Killamarsh Parish Council

KPC 26 Complaints Policy

DETAILS OF POLICY	
Policy No	KPC 26
Policy Title	Complaints Policy
Committee/Working Party Responsible	Health, Safety & Wellbeing Committee / Full Council
Last Reviewed	January 2024
Next Review Date	

The Policy

1. The following procedure will be adopted for dealing with complaints about the Council's administration or its procedures. Complaints about a policy decision made by the Council will be referred back to the Council, or relevant Committee, as appropriate, for consideration.
2. This procedure does not cover complaints about the conduct of a Member of the Parish Council. These will be dealt with under the code of conduct via the Monitoring Officer.
3. If a complaint about procedures, administration, or the actions of any of the Council's employees is notified orally to a Councillor, or to the Clerk to the Council, a written record of the complaint will be made, noting the name and contact details of the complainant and the nature of the complaint.
4. The complainant will be asked to put the complaint in writing to the Clerk at Killamarsh Community Hub, Killamarsh Community Campus, Killamarsh, Derbyshire, S21 1DY. The complaint will be dealt with within 14 days of receipt. Refusal to put the complaint in writing does not necessarily mean that the complaint cannot be investigated, but it is easier to deal with if it is in writing.
5. On receipt of a written complaint, the Clerk (except where the complaint is about his or her own actions) or Chairman of Council (if the complaint relates to the Clerk), will seek to settle the complaint directly with the complainant. This will not be done without first notifying any person complained about and giving him or her an opportunity to comment. Efforts should be made to resolve the complaint at this stage.
6. Where the Clerk or a Councillor receives a written complaint about the Clerk's actions, he or she shall refer the complaint to the Chairman of Council. The Clerk will be formally advised of the matter and given an opportunity to comment.
7. The Clerk will report any complaint disposed of by direct action with the complainant to the next meeting of the Council.
8. The Clerk to the Council will report any complaint that has not been resolved to the next meeting of the Council. The Clerk will notify the complainant of the date on which the complaint will be considered, and the complainant will be offered an opportunity to explain the complaint to the Council orally.
9. Matters relating to Grievance or Disciplinary proceedings that are taking, or are likely to take place, should be dealt with in accordance with the Council's Grievance and Disciplinary procedures.
10. The Council may consider whether the circumstances of any complaint warrant the matter being discussed in the absence of the press and public, but any decision on the complaint will be announced at the Council meeting in public.
11. The Council may consider in the circumstances of any complaint whether to make any without liability payment or provide other reasonable benefit to any person who has suffered loss because of the Council's maladministration. Any payment may only be authorised by the Council after obtaining legal advice and advice from the Council's auditor on the propriety of such a payment.
12. As soon as possible after the decision has been made (and in any event not later than 10 days after the meeting) the complainant will be notified in writing of the decision and any action to be taken.
13. The Council may defer dealing with any complaint if it is of the opinion that issues arise on which further advice is necessary. The advice will be considered, and the complaint dealt with at the next meeting after the advice has been received.

Killamarsh Parish Council

KPC ~~68~~-26_ Complaints Policy

DETAILS OF POLICY	
Policy No	KPC 26
Policy Title	Complaints Policy
Committee/Working Party Responsible	Health, Safety & Wellbeing Committee / Full Council
Last Reviewed	January 2024
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12. As soon as possible after the decision has been made (and in any event not later than 10 days after the meeting) the complainant will be notified in writing of the decision and any action to be taken.
13. The Council may defer dealing with any complaint if it is of the opinion that issues arise on which further advice is necessary. The advice will be considered, and the complaint dealt with at the next meeting after the advice has been received.

Killamarsh Parish Council

KPC 71 GDPR General Data Protection Regulation Policy

DETAILS OF POLICY	
Policy No	KPC 71
Policy Title	GDPR General Data Protection Regulation Policy
Committee/Working Party Responsible	Health, Safety & Wellbeing Committee
Last Reviewed	January 2024
Next Review Date	January 2027

The Policy

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by the Killamarsh Parish Council which is the data controller for your data.

Other data controllers the council works with:

- Information Commissioners Office
- HMRC
- North East Derbyshire District Council
- Derbyshire County Council
- Derbyshire Local Councils Association
- Unity Trust Bank

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to

you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

The council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs.
- Contact details such as telephone numbers, addresses, and email addresses.
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants.
- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

How we use sensitive personal data

- We may process sensitive personal data including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work.
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation.
 - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing, and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone

else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access, and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services.
- To confirm your identity to provide some services.
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp).
- To help us to build up a picture of how we are performing.
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions.
- To enable us to meet all legal and statutory obligations and powers including any delegated functions.
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury.
- To promote the interests of the council.
- To maintain our own accounts and records.
- To seek your views, opinions, or comments.
- To notify you of changes to our facilities, services, events and staff, councillors, and other role holders.

- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects, or initiatives.
- To process relevant financial transactions including grants and payments for goods and services supplied to the council.
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with".
- Our agents, suppliers, and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software.
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g., in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice

to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1) The right to access personal data we hold on you

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request, we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2) The right to correct and update the personal data we hold on you

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us, and your data will be updated.

3) The right to have your personal data erased

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4) The right to object to processing of your personal data or to restrict it to certain purposes only

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5) The right to data portability

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

7) The right to lodge a complaint with the Information Commissioner's Office.

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this Privacy Notice under regular review, and we will place any updates on this notice,

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data, we hold about you or to exercise all relevant rights, queries, or complaints at:
The Data Controller, Clerk to Killamarsh Parish Council, Killamarsh Parish Council, Parish Offices, Stanley Street, Killamarsh. S21 1EL

Email: parish.clerk@killamarsh-pc.gov.uk

Tel: 0114 2472260

Killamarsh Parish Council

KPC 72 GDPR Security Incident Policy

DETAILS OF POLICY	
Policy No	KPC 72
Policy Title	GDPR Security Incident Policy
Committee/Working Party Responsible	Health, Safety & Wellbeing Committee
Last Reviewed	January 2024
Next Review Date	January 2026

The Policy

1. Purpose

This document defines an Information Security Incident and the procedure to report an incident.

2. Scope

This document applies to all councillors, committees, working parties, employees of the Council, contractual third parties and agents of the Council who have access to information systems or information used for Killamarsh Parish Council purposes.

3. Definition

An information security incident occurs when data or information is transferred or is at risk of being transferred to somebody who is not entitled to receive it, or data is at risk from corruption.

4. An Information Security Incident includes:

- The loss or theft of data or information.
- The transfer of data or information to those who are not entitled to receive that information.
- Attempts (either failed or successful) to gain unauthorised access to data or information storage or a computer system.
- Changes to information or data or system hardware, firmware, or software characteristics without the Council's knowledge, instruction, or consent.
- Unwanted disruption or denial of service to a system.
- The unauthorised use of a system for the processing or storage of data by any person.

5. When to report

All events that result in the actual or potential loss of data, breaches of confidentiality, unauthorised access or changes to systems should be reported as soon as they happen.

6. Action on becoming aware of the incident

Follow the information security procedure, according to the type of incident.

7. How to report

Report to the Data Protection Officer, Local Council Public Advisory Service. ceo@lcpas.co.uk or 01284 766885.

The Data Protection Officer will require you to supply further information, the nature of which will depend upon the nature of the incident. However, the following information must be supplied:

- Contact name and number of the person reporting the incident.
- The type of data or information involved.
- Whether the loss of the data puts any person or other data at risk.
- Location of the incident.
- Inventory numbers of any equipment affected.
- Date and time the security incident occurred.
- Location of data or equipment affected.
- Type and circumstances of the incident.

8. What to Report

All Information Security Incidents must be reported.

9. Examples of Information Security / Misuse Incident Protocols

Information Security Incidents are not limited to this list, which contains examples of some of the most common incidents.

Malicious Incident:

- Computer infected by a virus or other malware (e.g., spyware or adware).
- An unauthorised person changing data.
- Receiving and forwarding chain letters - including virus warnings, scam warnings and other emails which encourage the recipient to forward onto others.
- Social engineering - Unknown people asking for information which could gain them access to Council data (e.g., a password or details of a third party).
- Unauthorised disclosure of information electronically, in paper form or verbally.
- Falsification of records, inappropriate destruction of records.
- Denial of Service, for example.

- Damage or interruption to Killamarsh Parish Council equipment or services caused deliberately e.g., computer vandalism.
- Connecting non-council equipment to the Council network.
- Unauthorised Information access or use.
- Giving information to someone who should not have access to it - verbally, in writing or electronically.
- Printing or copying confidential information and not storing it correctly or confidentially.

Access Violation:

- Disclosure of logins to unauthorised people.
- Disclosure of passwords to unauthorised people e.g., writing down your password and leaving it on display.
- Accessing systems using someone else's authorisation e.g., someone else's user id and password.
- Inappropriately sharing security devices such as access tokens.
- Other compromise of user identity e.g., access to network or specific system by unauthorised person.
- Allowing unauthorised physical access to secure premises e.g., server room, scanning facility, dept area.

Environmental:

- Los of integrity of the data within systems and transferred between systems.
- Damage caused by natural disasters e.g., fire, burst pipes, lighting etc.
- Deterioration of paper records.
- Deterioration of backup tapes.
- Introduction of unauthorised or untested software.
- Information leakage due to software errors.

Inappropriate use:

- Accessing inappropriate material on the internet.
- Sending inappropriate emails.
- Personal use of services and equipment in work time.
- Using unlicensed Software.
- Misuse of facilities, e.g., phoning premium line numbers.

Theft / loss Incident:

- Theft / loss of data - written or electronically held.
- Theft / loss of any Killamarsh Parish Council equipment including computers, monitors, mobile phones, memory sticks, CDs.

Accidental Incident:

- Sending an email containing sensitive information to 'all staff' by mistake.

- Receiving unsolicited mail of an offensive nature, e.g., containing pornographic, obscene, racist, sexist, grossly offensive or violent material.
- Receiving unsolicited mail which requires you to enter personal data.

Miss keying:

- Receiving unauthorised information.
- Sending information to wrong recipient.

10. Escalation

Serious incidents will be escalated via the national WARP scheme if determined to be of national value.

Killamarsh Parish Council

KPC 73

DETAILS OF POLICY	
Policy No	KPC 73
Policy Title	Data Breach Incident Response Policy
Committee/Working Party Responsible	Health, Safety & Wellbeing Committee
Last Reviewed	January 2024
Next Review Date	January 2027

The Policy

1. Purpose

The purpose of this policy is to provide a framework for reporting and managing data security breaches affecting personal or sensitive personal data (defined below) held by Killamarsh Parish Council.

2. What is a personal data security breach?

A personal data security breach is any event that has the potential to affect the confidentiality, integrity or availability of personal data held by Killamarsh Parish Council in any format. Examples of personal data security breaches:

- the disclosure of confidential data to unauthorised individuals.
- loss or theft of portable devices or equipment containing identifiable personal, confidential, or sensitive data e.g., PCs, USB, mobile phones; Laptops, disks etc.
- loss or theft of paper records.
- inappropriate access controls allowing unauthorised use of information.
- attempts to gain unauthorised access to computer systems, e.g., hacking.
- viruses or other security attacks on IT equipment systems or networks.
- breaches of physical security e.g., forcing of doors or windows into secure room or filing cabinet containing confidential information.
- confidential information left unlocked in accessible areas.
- insecure disposal of confidential paper.
- leaving IT equipment unattended when logged-in to a user account without locking the screen to stop others accessing information.
- publication of confidential data on the internet in error and accidental disclosure of passwords.
- misdirected emails or faxes containing identifiable personal, confidential, or sensitive data.

3. What types of data do these procedures apply to?

These procedures apply to:

- all personal data created or received by Killamarsh Parish Council in any format (including paper records), whether used in the workplace, stored on portable devices and media, transported from the workplace physically or electronically or accessed remotely.
- personal data held on all Killamarsh Parish Council IT systems.
- any other IT systems on which Killamarsh Parish Council data is held or processed.

4. Who is responsible for managing personal data security breaches?

Personal data security breaches are managed by the Data Controller, which is the Parish Council.

5. Procedure for reporting data security breaches.

In the event of a breach of data security occurring, it is vital to ensure that it is dealt with immediately and appropriately to minimise the impact of the breach and prevent a recurrence.

If a breach or potential or suspected data breach has been reported to you, please report this immediately to the Chair of the Parish Council and Clerk.

The data breach document should be completed. This will enable all the relevant details of the incident to be recorded consistently and communicated on a need-to-know basis to relevant personnel so that prompt and appropriate action can be taken to resolve the incident.

Step 1: Identification and initial assessment of the incident

If you are aware that a data security breach has occurred, please report it immediately to the Chair of the Parish Council and Clerk. They should conduct an initial assessment of the incident by establishing:

- if a personal data security breach has taken place; if so:
- what personal data is involved in the breach.
- the cause of the breach.
- the extent of the breach (how many individuals are affected).
- the harms to affected individuals that could potentially be caused by the breach; and
- how the breach can be contained.

Following this initial assessment an appropriate lead investigator will be appointed to investigate the incident.

The Lead Investigator will determine the **severity** of the incident using the reference to the table below and by completing part 2 of the Data Security Breach Report Form. The severity of the incident will be categorised on a scale of 1 to 6. Where incidents are rated 3 or above this will be reported directly to the full Parish Council.

Rating	Reputation	Individuals potentially affected
0	No significant reflection on any individual or body. Media interest very unlikely.	Minor breach of confidentiality. Only a single individual affected.
1	Damage to an individual's reputation. Possible media interest (e.g., prominent member of the Parish Council involved).	Potentially serious breach. Less than 5 people affected, or risk assessed as low (e.g., files were encrypted).
2	Damage to a department's reputation. Some local or subject specific media interest that may not go public.	Serious potential breach & risk assessed high (e.g., unencrypted sensitive/health records lost) Up to 20 people affected.
3	Damage to a service's reputation / Parish Council member involved. Low key local or media coverage.	Serious breach of confidentiality e.g., up to 100 people affected and/or identifiable or particularly sensitive i.e., redundancies restructuring.
4	Damage to Parish Council's reputation / local media coverage.	Serious breach with either particular sensitivity (e.g., sexual or mental health details, identifying information of vulnerable people), or up to 1000 people affected.
5	Damage to Parish Councils reputation / national media coverage.	Serious breach with potential for ID theft or over 1000 people affected.
6	Monetary Penalty imposed by ICO	Restitution to injured parties. Other Liabilities Additional security legal costs.

Step 2: Containment and Recovery

Once it has been established that a data breach has occurred, the Parish Council needs to take immediate and appropriate action to limit the breach.

The Lead Investigator and relevant staff will:

- Establish who needs to be made aware of the breach.
- Establish whether there is anything that can be done to recover any losses and limit the damage the breach can cause.
- Establish if it is appropriate to notify affected individuals immediately.
- Where appropriate (e.g., in cases involving theft or other criminal activity), inform the police.

Step 3: Risk Assessment

In assessing the risk arising from a data security breach, the relevant stakeholders are required to consider the potential adverse consequences for individuals, i.e., how likely are adverse consequences to materialise and, if so, how serious, or substantial are they likely to be. The information provided at Stage 1 on the Data Security Breach Report Form will assist with this stage.

The Lead Investigator will review the incident report to:

- Assess the risks and consequences of the breach:
 - Risks for individuals:
 - What are the potential adverse consequences for individuals?
 - How serious or substantial are these consequences?
 - How likely are they to happen?
 - Risks for the Parish Council:
 - Strategic & Operational
 - Compliance/Legal
 - Financial
 - Reputational Continuity of Service Levels
- Consider what type of data is involved, how sensitive is it? Were there any protections such as encryption? What has happened to the data? If data has been stolen it could be used for purposes which are harmful to the individuals to whom the data relate; if it has been damaged this poses a different type and level of risk.
- Consider how many individuals' personal data are affected by the breach. It is not necessarily the case that the bigger risks will accrue from the loss of large amounts of data but is certainly an important determining factor in the overall risk assessment.
- Consider the individuals whose data has been breached.
- Consider what harm can come to the affected individuals. Are there risks of physical safety or reputation, of financial loss or a combination?
- Consider if there are wider consequences to consider such as a loss of public confidence in a service the Parish Council provides.
- Determine, where appropriate, what further remedial action should be taken on the basis of the incident report to mitigate the impact of the breach and prevent repetition.

The Lead Investigator will prepare an **incident report** setting out (where applicable):

- A summary of the security breach.
- The people involved in the security breach.
- Details of the information, IT systems, equipment or devices involved in the security breach and any information lost or compromised as a result of the incident.
- How the breach occurred.
- Actions taken to resolve the breach.
- Impact of the security breach.
- Unrealised, potential consequences of the security breach.
- Possible courses of action to prevent a repetition of the security breach.
- Side effects, if any, of those courses of action; and
- Recommendations for future actions and improvements in data protection as relevant to the incident.

This report will be presented to the full Parish Council.

Step 4: Notification

On the basis of the evaluation of risks and consequences, the Lead Investigator will determine whether it is necessary to notify the breach to others outside Killamarsh Parish Council. For example:

- the Police
- individuals (data subjects) affected by the breach.
- the Information Commissioner's Office
- the press/media
- the Parish Councils insurers
- bank or credit card companies
- external legal advisers

As well as deciding **who** to notify, the Lead Investigator must consider:

- **What** is the message that needs to be put across?

In each case, the notification should include as a minimum:

- a description of how and when the breach occurred.
- what data was involved; and
- what action has been taken to respond to the risks posed by the breach.

When notifying individuals, the Lead Investigator should give specific and clear advice on what steps they can take to protect themselves, what the Parish Council is willing to do to assist them and should provide details of how they can contact the Parish Council for further information.

- **How to communicate the message?**

What is the most appropriate method of notification (e.g., are there large numbers of people involved? Does the breach involve sensitive data? Is it necessary to write to each individual affected? Is it necessary to seek legal advice on the wording of the communication?).

- **Why are we notifying?**

Notification should have a clear purpose, e.g., to enable individuals who may have been affected to take steps to protect themselves (e.g., by cancelling a credit card or changing a password), to allow regulatory bodies to perform their functions, provide advice and deal with complaints, etc.

Guidance is available on the ICO website under Data Protection principle 7 Data Security.

Step 5: Evaluation and Response

Subsequent to a data security breach, the Lead Investigator with any relevant stakeholders in the Parish Council will conduct a review to ensure that the steps taken during the incident were appropriate and to identify areas that may need to be improved.

The Lead Investigator will send a copy of all data security breach reports to the full Parish

Council. Considerations are: -

- What action needs to be taken to reduce the risk of future breaches and minimise their impact?
- Whether policies procedures or reporting lines need to be improved to increase the effectiveness of the response to the breach?
- If there are any weak points in security controls that need to be strengthened?
- If staff and users of services are aware of their responsibilities for information security and adequately trained?
- If additional investment is required to reduce exposure and if so, what are the resource implications?

APPENDIX 1 – DATA SECURITY BREACH REPORT FORM

Please act promptly to report any data security breaches. If you discover a data security breach, please notify the Chair of the Parish Council and Clerk.

Section 1: Notification of Data Security Breach	To be completed by person reporting incident
Date incident was discovered:	
Date(s) of incident:	
Place of incident:	
Name of person reporting incident:	
Contact details of person reporting incident (email address, telephone number):	
Brief description of incident or details of the information lost:	
Number of Data Subjects affected, if known:	
Has any personal data been placed at risk? If so, please provide details:	
Brief description of any action taken at the time of discovery:	
For Killamarsh Parish Council use	
Received by:	
On (date):	
Forwarded for action to:	
On (date):	

Section 2: Assessment of Severity	To be completed by Lead Investigator
Details of the IT systems, equipment, devices, records involved in the security breach:	
Details of information loss:	
What is the nature of the information lost?	
How much data has been lost? If laptop lost/stolen how recently was the laptop backed up?	
Is the information unique? Will its loss have adverse operational, research, financial, legal, liability or reputational consequences for the Parish? Council or third parties?	
How many data subjects are affected?	
Is the data bound by any contractual security arrangements?	
What is the nature of the sensitivity of the data? Please provide details of any types of information that fall into any of the following categories:	
<p>HIGH RISK personal data</p> <ul style="list-style-type: none"> o Sensitive personal data (as defined in the Data Protection Act) relating to a living, identifiable individuals. <ul style="list-style-type: none"> a) racial or ethnic origin. b) political opinions or religious or philosophical beliefs. c) membership of a trade union. d) physical or mental health or condition or sexual life. e) commission or alleged commission of any offence, or f) proceedings for an offence committed or alleged to have been committed by the data subject, the disposal of such proceedings or the sentence of any court in such proceedings. 	
<ul style="list-style-type: none"> o Information that could be used to commit identity fraud such as personal bank account and other financial information and national identifiers, such as National Insurance Number and copies of passports and visas; 	
<ul style="list-style-type: none"> o Personal information relating to vulnerable adults and children; 	
<ul style="list-style-type: none"> o Detailed profiles of individuals including information about work performance, salaries or personal life that would cause significant damage or distress to that person if disclosed; 	
<ul style="list-style-type: none"> o Security information that would compromise the safety of individuals if disclosed. 	
Category of incident (0-6):	
Reported to all Parish Councillors on:	

Section 3: Action taken	
Incident number	e.g., /year/001
Report received by:	
On (date):	
Action taken by responsible officer/s:	
Was incident reported to Police?	Yes/No If YES, notified on (date):
Follow up action required/recommended:	
Reported to Parish Council (date):	
Reported to other internal stakeholders (details, dates):	
For Killamarsh Parish Council use	
Notification to ICO	YES/NO If YES, notified on: Details:
Notification to data subjects	YES/NO If YES, notified on: Details:
Notification to other external, regulator / stakeholder	YES/NO If YES, notified on: Details: