



## **SMALLER AUTHORITIES PROPER PRACTICES PANEL | PRACTITIONERS' GUIDE 2025 ADDENDUM**

The Practitioners' Guide is amended as follows:

### **SECTION FIVE – SUPPORTING INFORMATION FOR OFFICERS**

#### **AGS Assertion 10 – Digital and data compliance**

2024 guide	2025 guide
N/A	Pages 46-47
N/A	Paragraphs 5.117 - 5.128

5.124. Data Protection - To ensure compliance with data protection regulations, smaller authorities should:

- Appoint a Data Protection officer to oversee data protection and ensure compliance with GDPR (Under Section 7 of the DPA 2018, Parish Councils and Parish Meetings are exempt from this requirement).
- Conduct regular data audits to identify what personal data is held, how it is used and make sure it is processed lawfully.
- Implement a Data Protection policy on data handling, storage and sharing.
- Provide regular training to ensure all staff and members are trained on data protection principles and practices.
- Secure data using appropriate technical and organisational measures to protect personal data from breaches.