**Lindale and Newton in Cartmel Parish Council**

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

• Appoint a Data Protection officer to oversee data protection and ensure compliance with GDPR.

**Debra Cowperthwaite was appointed as Data Protection Officer for Lindale and Newton in Cartmel Parish Council at a meeting held on 27th August 2025**.

• Conduct regular data audits to identify what personal data is held, how it is used and make sure it is processed lawfully.

Ongoing and Internal Auditor at annual audit.

• Implement a Data Protection policy on data handling, storage and sharing.

Policy adopted 27/08/2025

• Provide regular training to ensure all staff and members are trained on data protection principles and practices.

To be agenda item at Annual Budget Planning meeting December annually.

• Secure data using appropriate technical and organisational measures to protect personal data from breaches.

Clerk responsibility – Councillors to remember to redact personal details when circulating emails. Advised at meeting on 27/08/2025.

**Debra Cowperthwaite**

**Date Protection Office**

**Clerk/Responsible Financial Officer**

**1st September 2025**