Proposed Transfer of Parish Council Data April 28, 2020

The current database used to record both residents needing assistance and volunteers is held on a spreadsheet designed by the Parish Council. This database was initiated by the leaflet distribution of March 20/21 that stated our objective was ‘*to help everyone in the village find the help they need from a volunteer or local neighbour. Please contact one of the following to register for our Lytchett Matravers Covid-19 help scheme, either as a volunteer or for some help’. The list of parish councillors was attached.*

This data has been shared with the Lytchett Matravers Angels and has also been augmented through the last 6 weeks with new additions and many status updates noting all the volunteer activity against the respective resident needing help. The Lytchett Matravers Angels would like to load this data into their own database and manage it directly. It is not possible to now partition the data.

The Parish Council has collected data and it is being used for the purpose described. However, the distributed leaflet did not expressly include the sharing of data with another organisation. The Lytchett Matravers Angels have indicated becoming a formal entity and would like the data transferred to them. Following external advice, the Parish Council should take the following steps:

1. Put in place an agreement with the Lytchett Matravers Angels with regards to their use of the data and the process you’ll be following (i.e. that they can only use the data for the purpose for which it was collected, that there will be a cooling period for “subscribers” before the transfer, etc.)
2. Contact all residents needing help and volunteers on the current database and:
	* Include details of the proposed transfer and when it will take place (e.g. in 2 weeks say)
	* Include assurances that the data will only be used for the original purpose for which it was collected.
	* Provide them with a mechanism to object to the transfer (before it takes place) and for the data to be removed from what is provided to the Lytchett Matravers Angels
	* Include details of what the Parish Council will do with the data after the transfer date
	* Include details of the Lytchett Matravers Angels and their contact information as well as a link to their privacy policy
	* Include details of the Parish Council contact should anyone not want their data transferred.
3. Put in place a process within the Parish Council to securely transfer the data to the Lytchett Matravers Angels
4. Make sure whatever needs to be done with the data (by the Parish Council) is actioned at the appropriate time
5. Maintain some documentation which records what has happened (to protect the Parish Council)