

### **363.11 To note the data breach complaint lodged against the Parish Council**

#### **Email received from ICO (Redacted)**

##### **Case Reference: IC-214366-S1P6**

A resident has contacted us to complain that Bleadon Parish Council appears to have inappropriately disclosed their personal data.

#### **Summary of case**

In this case, Bleadon Parish Council appears to have disclosed information about a resident by naming them as an objector on a meeting agenda which was displayed on a village notice board, listed on the Parish Council website and also distributed via a clerks mailing list. It would therefore appear that the Bleadon Parish Council might have not complied with their data protection obligations.

#### **The ICO's role**

Our role is to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals. One way that we do that is to consider complaints from individuals who believe there has been an infringement of the data protection law. Section 165 of the Data Protection Act 2018 requires us to take steps to respond to the complaint including investigating it to the extent that we feel is appropriate and informing the complainant of the outcome.

#### **Our view**

Although it appears that Bleadon Parish Council may have not complied with their data protection obligations the ICO does not consider it necessary to take any further regulatory action at this stage. We note the personal data was redacted on the meeting agenda that was on the notice board and the meeting agenda was amended. However, it appears there is a copy of an agenda on the website which contain a copy of the original December minutes that still states the complainant's name.

We would appreciate it if you could take the following steps to ensure that a breach like this is less likely to occur in the future:

- Remind staff to take extra due care and attention when completing meeting agendas to ensure that an objector's personal data is not disclosed.
- To check that all staff have undertaken data protection training within the last 12 months.
- To remove the complainants name from the agenda minutes that currently exist on the website.

Although we do not intend to take any further regulatory action on this case, this will remain on our systems to help us build a picture of Bleadon Parish Council's information rights.

#### **The Clerks response (redacted)**

Thank you for your email. I can confirm that the information was inadvertently put on the noticeboard, on the website and within the minutes. The resident's name was subsequently removed from the minutes at the first meeting that I clerked.

The resident wrote several times to the Parish Council complaining about the accuracy of the minutes (emails to follow) at no point did they raise an objection that their name was in the public domain or request its removal and in one email queried why their named correspondence hadn't been listed.

I can now confirm that the residents name has been removed from the website in the minutes which formed part of the agenda papers for the meeting on the 13<sup>th</sup> of February 2023.