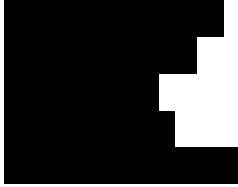




## Shaftesbury Town Council

Town Hall, Shaftesbury, Dorset. SP7 8LY  
Telephone: 01747 852420

Town Clerk: Mrs Claire Commons PSLCC  
e-mail:enquiries@shaftesbury-tc.gov.uk  
website: Shaftesbury-tc.gov.uk  
VAT Reg No. 241 1307 58



9<sup>th</sup> April 2019

### Re: Acknowledgement of FOI request 20190315



I refer to your request dated 6<sup>th</sup> March 2019 made under the Freedom of Information Act 2014, which was received on 15<sup>th</sup> March 2019 for records held by Shaftesbury Town Council. Your request sought:

*Did Shaftesbury Town Council check with all those who have had their names published if they agreed to that?*

There is no data to provide in response to this request.

*What checks did Shaftesbury Town Council undertake to ensure that where redacted names appear – that the job titles then do not appear elsewhere with the name – such that the redaction is completely negated as one can immediately cross reference the addendum to the job title and hence name?*

There is no data to provide in response to this request in respect of the document to which you refer.

*What redaction rules did Shaftesbury Town Council apply before it published these documents? Please provide the way in which names (mine in particular) inclusion of redaction was assessed?*

No redaction has been applied to those of elected members holding public office at the time of the report.

*As the report pre-dates GDPR legislation – when did STC last review the web-site content for compliance with the said legislation?*

Review of data on the website is continuous.

*What policies and protocols does STC have in place to ensure that web-site published information is regularly reviewed and any errors addressed in line with changing legislation?*

Legislation changes are brought to the Council's attention as advised by the National Association of Local Councils or other authoritative sources. The Council's policies may be found <https://www.shaftesbury-tc.gov.uk/policies/>

*Who is your Data Controller and what is their contact address?*

Shaftesbury Town Council is the data controller.

*Where is the source data for the web-site that has my name on it held – please provide the names and contact details of all organisations that hold electronic versions of my name in this regard and whether they are within Shaftesbury Town Council or contracted out (ie a web-platform and content sub-contractor, or, a data cloud provider)?*

Ixel Media Ltd is the 'Software as a Service Provider' (SASS)

<https://www.ixelcreative.co.uk/contact-us/>

Krystal Hosting Ltd is the website host <https://krystal.co.uk/>

*Is the web-site hosted or has the content that is hosted inside/outside the EU?*

Yes

*What protocols does STC have to contact and rectify data breaches when notified to it?*

There are no processes identified in the current policy. This will be reviewed in 2019

*What is the time scale of enacting the above protocol?*

There are no time scales identified in the policy.

*Is there a committee or single councillor (name please) accountable\* for web-site content and oversight of its legal compliance? If so what committee is that? Which councillors sit on that committee?*

No, the Council as a corporate body is responsible.

*If., a committee or individual councillor per above\*, what level of training have they received to alert them to their responsibilities when dealing with personal data?*

Not applicable

*When did Full Council last review its data subject obligations to be compliant with all current legislation?*

22<sup>nd</sup> May 2018

*Can you confirm which if any of these reviewing bodies actually looked at the council's website and data contained within as part of this review that was quoted to me?*

There is no data held in response to this question.

I confirm that where there is information held by the Town Council in relation to your request, this is provided within the links above and thus concludes this Freedom of Information Request.

You may be interested to know that the number of hours spent responding to your request was 2:15 at a cost to the tax payer of £123.06 .

Yours sincerely,

A handwritten signature in black ink, appearing to read 'C. Commons', written in a cursive style.

Claire Commons PSLCC, Town Clerk

For and on behalf of Shaftesbury Town Council