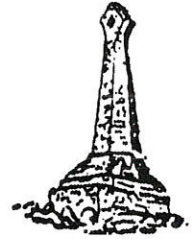




Carn Brea Parish Council

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Minutes of the General Data Protection (GDPR) Working Party meeting held at Treloweth Community Hall, Pool, Carn Brea on Monday 21st May 2018 at 9:00 am

PRESENT: Councillors R. Drew (Chairman), A. Blakeway (Vice Chairman), C. Jordan and M. Moyle.

18/05/2/DP/1 APOLOGIES FOR ABSENCE.
No apologies were received.

18/05/2/DP/2 WELCOME AND FIRE PROCEDURES.

Councillor Drew welcomed everyone to the meeting. The Fire procedures were explained.

18/05/2/DP/3 MEMBERS TO DECLARE PECUNIARY AND NON- PECUNIARY INTERESTS (INCLUDING THE DETAILS THEREOF) IN RESPECT OF ANY ITEMS ON THIS AGENDA.

There were no pecuniary and non-pecuniary interests declared.

18/05/2/DP/4 TO APPOINT A CHAIRMAN OF THE WORKING PARTY

Councillor R. Drew was duly appointed as Chairman of the GDPR Working Party

18/05/2/DP/5 TO APPOINT A VICE CHAIRMAN OF THE WORKING PARTY

Councillor A. Blakeway was duly appointed as Vice Chairman of the GDPR Working Party

18/05/2/DP/6 TO AGREE TERMS OF REFERENCE FOR THE WORKING PARTY

The meeting was supplied with draft Terms of Reference.

Resolved to recommend: That the draft Terms of Reference are accepted

Proposed: Cllr. R. Drew **Seconded:** Cllr. C. Jordan

18/05/2/DP/7 TO RECEIVE AND APPROVE THE MINUTES OF THE GENERAL DATA PROTECTION WORKING PARTY HELD ON 4TH MAY 2018

Resolved: That the minutes of the General Data Protection Working Party held on 4th May 2018 are approved and signed

proposed: Cllr. R. Drew **Seconded:** Cllr. C. Jordan

18/05/2/DP/8 TO RECEIVE AN UPDATE ON THE GENERAL DATA PROTECTION REGULATIONS AND MAKE APPROPRIATE RESOLUTIONS.

The Clerk reported that the Data Audit had been completed on Friday 18th May 2018. The Data Protection Officer will complete an action plan for the Council and any privacy notices required.

Correspondence received from the website providers was supplied.

A privacy notice, privacy statement and email disclaimer was also supplied to the meeting.

The meeting agreed to some minor changes and enquiries to be made before using the notices from the Data Protection Officer.

The meeting requested that the Clerk seek advice and quotations regarding back up and security of electronic data.

Resolved to recommend: That Councillors are advised to create a separate email address in respect of Carn Brea Parish Council business and to notify the Clerk of the email address.

Proposed: Cllr. R. Drew **Seconded:** Cllr. A. Blakeway

18/05/2/DP/9 TO MAKE ARRANGEMENTS FOR THE NEXT MEETING

The meeting agreed that the Clerk call a meeting once the action plan and any drafted policies are received from the Data Protection Officer.

MEETING CLOSED AT 9:42 am

