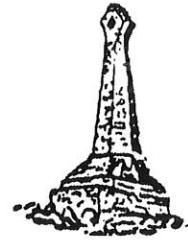




# Carn Brea Parish Council

## Consel Plu Carn Bre



Minutes of the General Data Protection (GDPR) Working Party meeting held at Treloweth Community Hall, Pool, Carn Brea on Thursday 28<sup>th</sup> June 2018 at 10am

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

**18/06/1/DP/1 APOLOGIES FOR ABSENCE.**

There were no apologies.

**18/06/1/DP/2 WELCOME AND FIRE PROCEDURES.**

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

**18/06/1/DP/3 PUBLIC PARTICIPATE**

There were no members of the public present.

**18/06/1/DP/4 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.

**18/06/1/DP/5 TO RECEIVE AND APPROVE THE MINUTES OF THE GENERAL DATA PROTECTION WORKING PARTY HELD ON 21ST MAY 2018**

**Resolved:** That the minutes of the General Data Protection Working Party held on 21st May 2018 are approved and signed

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

**18/06/1/DP/6 TO RECEIVE AN UPDATE ON THE GENERAL DATA PROTECTION REGULATIONS**

The Clerk updated the meeting, informing that the GDPR Audit Report, Action Plan, Policies and Privacy Notices have been received from the Data Protection Officer. The computer audit will take place in due course. Cllr. Drew informed the meeting that Parliament have now made the decision that Town and Parish Councils do not need to appoint a Data Protection Officer but the work completed by a Data Protection Officer still needs to be carried out.

**18/06/1/DP/7 TO RECEIVE CARN BREA PARISH COUNCIL'S AUDIT REPORT AND MAKE APPROPRIATE RECOMMENDATIONS**

The audit report was received and the meeting discussed the report. It was noted that Carn Brea is misspelt and to request recommended review dates for the report from the Data Protection Officer. The following amendments were made:-

Pg 3 – To remove Maintains an area of land in Four Lanes and consider adding a column regarding future land assets devolved to Carn Brea Parish Council.

Pg 10 – To amend Clerk & Finance Officer to Clerk & Admin/Finance Assistant.

**Resolved to recommend: That the Data Audit is accepted with recommended amendments.**

**Proposed:** Cllr. A. Blakeway

**Seconded:** Cllr. C. Jordan

**18/06/1/DP/8 TO RECEIVE CARN BREA PARISH COUNCIL'S ACTION PLAN AND MAKE APPROPRIATE RECOMMENDATIONS**

The meeting received the action plan and a discussion ensued. It was requested that enquiries be made as to training for Councillors and employees.

**Resolved to recommend: That the Council Accept and Note the Action Plan.**

**Proposed:** Cllr. R. Drew

**Seconded:** Cllr. A. Blakeway

**18/06/1/DP/9 TO RECEIVE A DRAFT REPORT FOR COUNCIL AND MAKE APPROPRIATE RECOMMENDATIONS**

A draft report for Full Council was supplied and discussed.

It was recommended that 4.3 be in bold print and that Council Retention Policy be added to 7.1.

**Resolved to recommend: That the report for Council be accepted by Full Council as amended.**

**Proposed:** Cllr. C. Jordan

**Seconded:** Cllr. A. Blakeway

**18/06/1/DP/10 TO RECEIVE TEMPLATE RETENTION POLICY AND MAKE APPROPRIATE RECOMMENDATIONS**

The draft retention policy was received and discussed.

The meeting made the following amendments: -

Amend 'should' to 'may' in paragraph 4 and 6.

Amend all columns stating, 'to transfer to local archive' to 'these may be transferred to local archive'.

**Resolved to recommend: That Carn Brea Parish Council adopt the data retention policy as amended and add to Carn Brea Parish Council's website.**

**Proposed:** Cllr. R. Drew

**Seconded:** Cllr. C. Jordan



**18/06/1/DP/11 TO RECEIVE DRAFT DATA PROTECTION POLICY AND MAKE APPROPRIATE RECOMMENDATIONS**

The draft Data Protection Policy was received and discussed.

**Resolved to recommend:** That Carn Brea Parish Council adopt the Data Protection Policy

**Proposed:** Cllr. A. Blakeway      **Seconded:** Cllr. M. Moyle

**18/06/1/DP/12 TO RECEIVE SUBJECT ACCESS STATEMENT AND REQUEST FORM AND MAKE APPROPRIATE RECOMMENDATIONS**

The meeting was supplied with the draft subject access statement and request form.

It was agreed to add a heading Subject Access Statement to the document.

**Resolved to recommend:** That the Subject Access Statement and Request Form be adopted and added to the Council website.

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

**18/06/1/DP/13 TO RECEIVE TEMPLATE DATA SECURITY INCIDENT PROCEDURE AND MAKE APPROPRIATE RECOMMENDATIONS**

The template data security incident procedure for received and discussed.

**Resolved to recommend:** That Carn Brea Parish Council adopt the Data Security Incident procedure

**Proposed:** Cllr. M. Moyle      **Seconded:** Cllr. R. Drew

**18/06/1/DP/14 TO RECEIVE TEMPLATE PRIVACY NOTICES AND MAKE APPROPRIATE RECOMMENDATIONS**

Template privacy notices were received and discussed.

Councillor Privacy Notice – amend the word ‘employment’ in paragraph 1 to ‘appointment’

Basic Consent Privacy Notice – to remove social media and Facebook

Employee Privacy Notice – Enquiry to be made regarding ‘Payroll services Bureau’

Supplier Privacy Notice – Remove third bullet point. Add ‘from the end of the contracted period’ after six years.

Recruitment Privacy Notice – Pg 2 Remove 1<sup>st</sup> and 3<sup>rd</sup> bullet point.

**Resolved to recommend:** That Carn Brea Parish Council adopt the following Privacy Notices with appropriate amendments: -

**Councillor Privacy, Councillor Co-Option procedure, Basic Consent, Website Privacy Statement and Data Protection, Garden Competition, Booking Treloweth Community Hall, Employee Privacy Notice, Annual Parish Meeting Awards, Suppliers and Recruitment.**

**Proposed:** Cllr. R. Drew

**Seconded:** Cllr. C. Jordan

**18/06/1/DP/15 TO MAKE ARRANGEMENTS FOR THE NEXT MEETING**

The meeting agreed that the Chair and Vice Chair of the committee liaise with the Clerk to set a date for the next meeting when appropriate.

**MEETING CLOSED AT 11:30am**

