

## HINDOLVESTON PARISH COUNCIL DATA PROTECTION COMMITTEE

Present : Wayne Bowditch, Neil Lewis, Mary Walsh  
And Joanna Otte (clerk)

### **Meeting on Monday 13 May 2019 at 12.30 pm in the Millennium Pavilion**

#### **Minutes**

1. Mary Walsh was elected to Chair the Committee
2. The actions required by the Policy for reporting to the Parish Council were reviewed.
  - a. It was noted that the Parish Council is registered with the ICO
  - b. It was noted the that the policy is available on the website
3. It was noted that there were no requests nor breaches during the period since May 2018
4. The GDRP Policy was reviewed.
  - a. It was noted that the GDPR policy required updating as it referred to actions which had been required to put the new GDPR requirements in place.
  - b. A draft Data Protection Policy was reviewed and amendments made.
  - c. It was decided recommend to the Parish Council that the Committee should be changed to a Working Group. This would allow the Group to meet at short notice and in private if it was required to deal with data breaches
  - d. It was agreed to recommend that the Full Council adopt the new Data Protection Policy and revised Terms of Reference for a Data Protection Working Group.
5. The date for the next meeting of the Working Group would follow the Parish Council meeting in March 2019 (or earlier if required)..