

HINDOLVESTON PARISH COUNCIL DATA PROTECTION COMMITTEE
ANNUAL REPORT

for the Annual Meeting of the Parish Council on 16 May 2019

Members: Wayne Bowditch, Neil Lewis, Mary Walsh

The Committee aims set out in May 2018:

Aim	Action taken	Notes
To determine the purpose and manner of processing personal data according to the law	Spreadsheets listing different types of personal data held and reasons: Personnel, councillors, allotment tenants; county and district councillors; volunteers; recipients of newsletter via email; bookings for Pavilion,	Summary spreadsheet available
To ensure that the Clerk as Data Protection Officer (DPO) has no conflict of interest with this process	Process in place: Privacy statements included in tenancy agreement, booking form and for email correspondence Working Group to be informed of requests for personal information and breaches	
To ensure that councillors and staff receive ongoing and appropriate training for Data Protection	<ul style="list-style-type: none"> • Councillors and staff directed to Policy, • summary of contents explained, • 'Things to Remember' distributed 	To be sent out annually and to all new councillors / staff etc.
To conduct a survey of the Information Audit, Privacy Notices and any Risk Management to ensure compliance with Data Protection	<ul style="list-style-type: none"> • Information Audit (spreadsheet) survey • Privacy notice sent to recipients of newsletter via email (June 2018) • Privacy notices sent to allotment tenants (with invoices in October 2018) • Privacy statement included in tenancy agreement • Privacy statement included in booking form for Millennium Pavilion • Privacy statement automatically added to emails from the Clerk 	
To receive any reports from the DPO of any manifestly unfounded requests and confirm action to be taken	None received	
To receive reports from the DPO of any investigation of breaches which might need to be undertaken	None received	
To make an annual review of the GDPR Policy and recommend any changes to Council which might be required	<p>Recommendations:</p> <ul style="list-style-type: none"> • To add reference to the new UK legislation 'Data Protection Act 2018 (DPA) to policy and privacy statements. • To update Policy and Terms of Reference to reflect that processes have been put in place • To change the Committee to a Working Group (revised Terms of Reference) 	
To recommend to Council any changes which may be required in Standing Orders in respect of DP	None required	
To recommend to Council any changes which may be required to the Job Description / Contract of Employment for the Clerk / DPO	No further amendments required	