

# HINDOLVESTON PARISH COUNCIL DATA PROTECTION WORKING GROUP

## TERMS OF REFERENCE

### **Name**

This Group will be called Hindolveston Parish Council Data Protection Working Group.

### **Meetings**

The Working Group will meet at least once a year. An agenda is prepared for each meeting and minutes recorded. Minutes are presented to the next full Council meeting by the Chair of the Working Group for adoption by the Council.

### **Membership**

The Working Group will be made up of three Councillors. There will be no ex-officio members. The Working Group will be appointed at the Annual Meeting of the Parish Council.

A Chair of the Working Group will be elected annually at the first Working Group meeting following the Annual Meeting of the Parish Council.

The Working Group may set up a working party to support its aims.

### **Aims and Objectives of the Working Group**

The Working Group aims:

- To determine the purpose and manner of processing personal data according to the law
- To ensure that the Clerk as Data Protection Officer (DPO) has no conflict of interest with this process
- To ensure that councillors and staff receive ongoing and appropriate training for Data Protection
- To conduct a survey of the Information Audit, Privacy Notices and any Risk Management to ensure compliance with Data Protection
- To receive any reports from the DPO of any manifestly unfounded requests and confirm action to be taken
- To receive reports from the DPO of any investigation of breaches which might need to be undertaken
- To make an annual review of the GDPR Policy and recommend any changes to Council which might be required
- To recommend to Council any changes which may be required in Standing Orders in respect of DP
- To recommend to Council any changes which may be required to the Job Description and Contract of Employment for the Clerk / DPO.

### **Budget**

The Committee does not have its own budget but will recommend any budgetary needs to the Council in respect of the administrative and staffing costs to implement and maintain Data Protection requirements.

Committee Brief agreed by full Council on...17 May 2018.....

Review and change to Working Group agreed by Full Council on .....May 2019.....