



Newton Flotman Parish Council Data Protection Committee Meeting Minutes

Friday 10 July 2020

(this meeting was held virtually using the GoToMeeting platform)

Present: Bob Kelf (Chairman) Julie King (clerk)
Paul Weeks
Bob McKelvey

Members of the public – none

It was agreed that Bob Kelf would chair the meeting

- 1 Apologies for Absence
None
- 2 Minutes of the Data Protection Meeting held on 17 April 2019
These were agreed as a true record of proceedings with no amendments.
- 3 Declaration of Interest for Items on the Agenda and Dispensations
None.
- 4 Public Participation
None.
- 5 Terms of Reference
This was reviewed, **it was agreed to remove reference to the Data Protection Officer (DPO) as the council wasn't required to and didn't have one and to substitute Data Protection for GDPR.**
- 6 Information Audit and Retention Policy
These were reviewed, **it was agreed to make minor changes to the Information Audit noting that some information was shared with the Internal Auditor and remove 'petty cash' from the Retention of Documents Policy as the council did not operate petty cash.**
- 7 Privacy Statement (for the website)
This was reviewed, **it was agreed to make minor changes including changing the reference to children from under 13 to 12 and under for clarity.**

8 Privacy Notices

The privacy notices to be used for staff, councilors and allotment holders were reviewed, **it was agreed to add a privacy notice to be used for contractors who were individuals.**

9 Data Protection Policy

This was reviewed, **it was agreed to make minor changes including deleting reference to changes that were brought about when legislation was changed in 2018.**

10 Further Action Required

None.

The meeting closed at 7.50pm