



Newton Flotman Parish Council Data Protection Committee Meeting Minutes

Friday 11 June 2021, 2.30pm at the Church Room

These minutes are draft until approved at the next meeting.

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

Members of the public – none

- 1 Election of Chairman
It was agreed to elect Bob Kelf for the forthcoming year
- 2 Apologies for Absence
None
- 3 Minutes of the Data Protection Meeting held on 10 July 2020
These were agreed as a true record of proceedings with no amendments.
- 4 Declaration of Interest for Items on the Agenda and Dispensations
None.
- 5 Public Participation
None.
- 6 Terms of Reference
This was reviewed, **it was agreed to make no changes.**
- 7 Information Audit and Retention Policy
These were reviewed, **it was agreed to make minor changes including removing references to the EU and that grant application forms would be shared with the internal auditor.**
- 8 Privacy Statement (for the website)
This was reviewed, **it was agreed to make no changes.**
- 9 Privacy Notices
The privacy notices to be used for staff, councilors, allotment holders and contractors were reviewed, **it was agreed to make no changes.**

10 Data Protection Policy

This was reviewed, **it was agreed to make minor changes replacing EU with UK and changing the reference to children from under 13 to 12 and under for clarity.**

11 Parish Plan

Consideration was given to the data protection implications of the parish plan project. **It was agreed that a privacy notice would be given to the new member of staff, that privacy notices would be used when information was collected from those involved, the final plan would be anonymous and the information collected would only be retained for as long as necessary.**

12 Further Action Required

Consideration was given to the information published on Facebook. **It was agreed that anything published should not contain personal data and that the Social Media Policy would be checked to make sure that this was included.**

The meeting closed at 2.40pm

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