

PORTLAND TOWN COUNCIL

EXTRAORDINARY FINANCE COMMITTEE MINUTES OF THE MEETING HELD AT THE COUNCIL OFFICES ON TUESDAY, 3RD APRIL 2018

PRESENT: Councillors Susan Cocking (Chairman), Jo Atwell, Jim Draper, Ray Nowak and Rod Wild (ex officio)

IN ATTENDANCE: Ian Looker (Town Clerk)

170 – APOLOGIES FOR ABSENCE

Apologies were received from Councillor Charlie Flack.

171 – DECLARATIONS OF INTEREST

There were none.

172 – PUBLIC PARTICIPATION

There were no members of the public present.

173 – GENERAL DATA PROTECTION REGULATION

Members had before them NALC'S GDPR Toolkit and "GDPR – The Simple Guide" produced by Lacey's Solicitors. In particular they discussed the 11 – point NALC action plan, from which the following sub-headings have been taken.

1) Raise Awareness

Cllr. Draper supported the NALC recommendation that all Councillors and staff should undergo training in the GDPR. He and Cllr. Atwell had received training from Lacey's (27th February and 9th March respectively). He was willing to lead such a training session.

The Regulation requires that a Data Protection Officer be appointed for the Council.

RECOMMENDED – that the Chairman of the Staffing Committee hold the post of Data Protection Officer (DPO).

2) Data Audit

RECOMMENDED – that the DPO carry out a data audit, if possible within the next month. Further items should be dealt with by the replacement Clerk.

The audit would be reviewed at the next Finance meeting.

The Clerk advised the Committee that his records storage policy had three levels:-

Records of minor importance – to be kept for three years
Records of major importance – to be kept for seven years
Records of lasting importance – to be retained indefinitely

Action Plan Items with a Legal Basis.

Members identified them as:-

- 3) Identify "Lawful Basis" for Processing Data
- 4) Individuals' New Rights and Subject Access Requests
- 6) Update Policies and Notices and six other items

5) Review Consent to Use Personal Data

The Committee considered that, because of the limited nature of the personal data currently held, there was no need to obtain consents. However there might well be a need for such procedures when the BEACH was established.

6) Privacy Notices

It was agreed that the two GDPR privacy notices should be displayed on the Council website by 25th May, the formal implementation date of the Regulation.

The Committee discussed precautionary measures with regard to Facebook. A disclaimer will be published on the Council's Facebook page.

7) Build in Extra Protection for Children

The Council does not hold any data concerning children.

Other Issues

Cllr. Draper will inform the Clerk of what and how data is stored on the electronic personnel system.

Circulation of outside e-mail addresses will be restricted to the "BCC" copy function. Councillors will be given training in this respect.

The Council's risk assessment will in future ensure data protection checks.

174 – DATE OF NEXT MEETING

The next meeting of the Committee will be held at the Council Offices on Wednesday, 4th April 2018, starting at 10.30 am.

The meeting ended at 11.50 am.

Signed Dated
(Chair)