

Minutes of a Meeting of Doddinghurst Parish Council Finance and Resource Committee held on Thursday 14th March 2018 @ 20.00, Parish Room, Church Lane, Doddinghurst.

Present: Cllrs. Mrs Dicker (Chairman), A Farrow, G Smith, Julia Le Page, M R Capon, D Powell.

1. **Apologies for absence.** Full attendance.
2. **Declaration of Interests relating to items on the agenda.** No interests declared.
3. **👉Resolved:** Approved, minutes of the meeting held on 22 Nov 2017.
4. **Information: Update on actions since last meeting.**
2018/19 Precept notification issued in January 2018 to Brentwood Borough Council.
5. **👉Resolved, Approved,** The RFO Contract of Employment and Temporary Clerk's Contract from 1st April 2018 (as agreed at the Full Council meeting of the 1st March 2018.).
6. **Information: Noted:** GDPR and briefing on the new 2108 Data Protection Act for Councillors.
7. **Information: Noted:** Data Protection Officer (Data Auditor), Data Controller (Data system design including information security) and Data Processor(s) (Data Management), in Doddinghurst Parish Council. Currently the Clerk is the Data Controller (as registered with the ICO) and the Deputy Clerk is a Data Processor. The Data Controller currently deals with IT security and Document Management. Under the GDPR a Data Protection Officer (DPO) will need to be appointed as an overall auditor of the Data Protection regime within the Parish Council. Whilst it is established that a Parish Council falls within the definition of a Public Authority for the purpose of the GDPR the problem of a conflict of interests between the role of the Clerk and the role of a Data Protection Officer is causing some confusion as to whether or not a Clerk can also be a Data Protection Officer
8. **👉Resolution: Deferred: the appointments needed, or personnel required, to fulfil the roles identified at 7 – i.e. the Data Management hierarchy for the Parish Council.** With the separation of the Clerk from the RFO (see 5 above) Doddinghurst Parish Council is considering appointing the RFO as the DPO leaving the Clerk as the Data Controller, as at present. More guidance is awaited at the end of March 2018 so the Council will revisit this question before the GDPR implementation date in May 2018.
9. **Information and 👉Resolved: Approved:** The Parish Council agreed a draft a GDPR Policy, a Privacy Notice and a typical Consent Form; subject to the addition of a Privacy Notice clause about the period for which data would be kept being of reasonable duration - since no single fixed period would suit all cases. These documents would be reviewed again prior to formal release May 2018.
10. **Information and 👉Resolved.** In order to implement the GDPR "12 steps" guidance a key activity will be an audit of the existing information held and to recommend how it's management will fit within the GDPR i.e. its Lawful basis and information retention periods – **Approved:** the development of a Doddinghurst Parish Council "data matrix" from the resource "map" of the personal data the Council deals with. **Noted** that the GDPR does not cover personal data of the deceased or of Company information and that "Grey" areas currently exist that will need clarification in due course – in particular the management of emails and office log books.
11. **Information and 👉Resolved: Approved:** A review and update of the Council's Document Control and Information Security arrangements so that they will comply with the new 2018 Data Protection legislation - including the addition of any new documents required and a review and update of all existing documents as well as their means of storage, and publication (which will include the Parish Council website).
12. **Information: GDPR Impact assessment.** What the new regulations will mean in terms of time and hence cost to the Parish Council plus the training requirements for Staff and Councillors.
13. **Information: New Clerk: Noted:** Pay, Terms and conditions briefing for the 21st March 2018 Interviews.
14. **Any Other Urgent Business** strictly for information only.

The meeting was closed at 22.00

Signed:.....Deborah Dicker (Chairman)

Dated: 10th May 2018