

Wisborough Green Parish Council

Minutes of the Finance Committee

Date: Monday 12th February 2018

Present: Mr K Charman (KC), Mr P Drummond (PD), Mr A Jackson (AJ) Finance Chairman,
Mr M Newell (MN)

Apologies: Mr H True (HT)

In Attendance: Mrs L Davies, Clerk

Held in: The Committee Room, Village Hall

Members of Public: Mr R Newell (GDPR-info)

The Chairman opened the meeting at 8.00 pm and welcomed Mr Newell.

1. Apologies for Absence: Apologies were received and accepted from Mr True
2. Declaration of Members' Interests: No interests were declared.
3. Minutes of the Last Meeting: It was noted that the minutes of the last meeting held on Monday 13th November 2017 had been approved by the Parish Council at the meeting on 21st November 2017.
4. Public Participation: No comments at this point in the meeting.
5. General Data Protection Regulations: The Clerk explained that new regulations would come into effect from May. As such, she attended a training course in September, and a further meeting earlier in January, to get a better understanding of the requirements and the action the Parish Council needed to take. Initial advice within the sector had been contradictory, but clarification had now been given which confirmed that the Parish Council would require an independent Data Protection Officer; it could not be the Clerk. Having attended the training, the Clerk had made a start on a data audit, but believed that the Parish Council required further guidance to ensure that it was compliant. The Sussex Association of Local Councils was using several companies to undertake the training, which were also able to offer an advisory service. As such, Mr Richard Newell from GDPR-info, who happened to live in Wisborough Green, had been invited to the meeting. The Chairman invited Mr Newell to address the meeting.

Mr Newell gave explanation to his company, experience and the service that he could provide; Data Audit, Systems Check, Website Check, Policy Provision, Training, Data Protection Impact Assessment (if required), Subject Access Request Procedure, Data Breach Reporting and he would also act as the named Data Protection Officer; a handout giving details of the service was provided. In terms of charge, it was proposed to charge £50 per month or an upfront annual charge of £500, but living in Wisborough Green, he was able to offer this at a reduced rate of £450 (plus vat). Mr Newell advised that he was working with another provider, Maureen Chaffee of Process Matters 2, to ensure that Parish Councils had the required support; she was generally concentrating on the coastal parishes.

Members asked a number of questions in relation to the audit and gap analysis, and also discussed the implication for email and the circulation of information. Having undertaken an initial assessment, the early indication was that the Parish Council held very little personal data, most of which was contact rather than sensitive. Contact by email between the Clerk and Councillors was information that was in the public domain or de-personalised. It was agreed that the Clerk required support to ensure that the Parish Council was compliant and as such, **recommended to the Parish Council that, being a local company, Mr Newell of GDPR-info be engaged.**

6. Date of Next Meeting: Full Parish Council Meeting on Tuesday 20th February 2018.

There being no further business, the meeting closed at 8.50 pm.

Signed by the Chairman: Date: