

GDPR working group. 16/04/2018

Present:

Cllr Keith Francis (KF),

Cllr Robert Barnes (RB),

Cllr Jane Hopkins (JH),

Cllr Nina shields (NS)

JH nominated to take notes. **ACTION JH**

KF introduced the HALC information corner as NS&JH had not received this RB agreed to forward this to Jill for general distribution. **ACTION RB**

KF advised of training session 15th May 7pm-9pm - JH agreed to attend NS to confirm later.

Attendance will need to be booked

General discussion on whether all councillors would need to attend or whether the cascading principle could apply. NS was of the opinion that it may be necessary for key members to receive training and for them to pass that training down.

NS pointed out that we needed to raise information awareness and form an action plan.

Basically what information is, the need for consent, and what we do with the data.

JH pointed out the first step should be the data audit.

General discussion on what information the council holds:

- Outlet for food bank vouchers
- We also have CCTV - the ones in the town centre are controlled by Herefordshire council so not our issue. However there is or will be CCTV in dog hill wood, the rec, the chapel and cemetery

General discussion around the deadline for implementation of May 25th. It was confirmed that the whole of GDPR didn't need to be implemented by but we must have a plan and have started to implement that plan.

General discussion about the DPO. HALC are offering a service for £50 per annum or we could appoint our own DPO. **RECOMMENDATION we pursue the HALC option.**

KF pointed out we need to reissue all our consents.

NS&JH pointed out the consents needed to be specific and time limited

KF in the case of the CCTV we would need signage.

It was generally agreed that the data audit is the number one priority as we cannot form a sensible plan until we know the data we hold.

JH suggested an audit form followed by interviews

NS suggested that old data should be destroyed if it hasn't been accessed for two years and there is no legal requirement to keep it.

RB and KF suggested GDPR fell mostly under the ICT working party's remit. NS agreed but suggested additional meetings with just GDPR on the agenda may be required. JH pointed out that there was a significant overlap between ICT and GDPR in any event.

NS agreed to turn the audit plan into questionnaires for councillors and staff. **ACTION NS**

After general discussion on the content of the audit RB's recommendation that email addresses etc should be asked for was agreed on.

KF reminded us that the questionnaire should be circulated to all staff not just office staff and to remember the tour guides as well

This progressed to a general discussion of the visitor book and the signing in book in reception as it is no longer acceptable to read the names and addresses. An alternative must be sought.

It was felt that the working party was best placed to draft the new consent forms and KF recommended that we do so. **RECOMMENDATION**

JH to produce project plan **ACTION JH**

Next meeting to be held in week commencing 28/05/18 date TBD

