

BRAMDEAN & HINTON AMPNER PARISH COUNCIL

Extraordinary Meeting held on Thursday 10th May 2018 at 7.30 pm in the Village Hall, Wood Lane, Bramdean

Present: Cllr M Morton (Chairman), Cllr M Bulloch, Cllr K Hawkings,

Cllr B Holyome (Vice-Chairman), Cllr C McCrystal, Mrs R Greenwood (Clerk)

1. Apologies for absence

Cllr Harding (holiday)

2. Disclosure of interests on agenda items

None.

3. General Data Protection Regulation (GDPR)

The following documents based on NALC templates were amended and approved for implementation and for posting on the website as soon as practicable after 25th May 2018:

Consent Form

Consent Form Under 16s

Data Protection Policy

Disclaimer for Website and Correspondence

Privacy Notice

Privacy Notice for Staff, Councillors and Other Role Holders

The Consent Form would be emailed or posted to all local contacts whose data was currently held by the Parish Council, including that included in documents posted on the website (eg Welcome Leaflet). Advice would be taken as to whether a separate Consent Form must be completed by regular contacts at WCC and HCC.

The Disclaimer would be posted on the "Contact Us" page of the website and provided as a Word document for use as a footnote to all correspondence from Parish Councillors or the Clerk from 25th May. Parish Councillors would use the title of Cllr and ditto for the minutes.

All current Staff, Councillors and Other Role Holders would receive a copy of the relevant Privacy Notice. HALC would be asked to advise whether this applied from 25th May or if it was retrospective, and if so the time frame.

It was agreed to defer implementation of the Data Retention Policy pending resolution of a query on Certificates for Insurance and compilation of a Log of Information held by the Parish Council and where it had been obtained.

Wizbit would be asked to estimate the cost of an additional website heading, posting the Disclaimer and the hosting charge per additional @bhapc.org.uk email addresses. Official guidance recommended that Councillors had a separate .org.uk for Parish Council work.

The Clerk's Contract of Employment would be amended to comply with GDPR.

In due course, the Clerk will be provided with a small lockable filing cabinet and provision made to purchase a laptop for Parish Council business in 2019/20.

The Emergency Action Plan would be circulated for amendment and posted on the website

4. Date of next meeting

Monday 21st May 2018 at 7.30 pm in the Village Hall, Bramdean.

The meeting closed at 8.45 pm.

BH/RG