

**Minutes of the meeting of
Thompson Parish Council
held at 7.30 pm on Tuesday 24 April 2018
in Thompson Village Hall**

Present: Jean Kaye (Chair), Ian Robertson, Roy Shovelar, Irene Smith, Kate Winslow and the Parish clerk.

- 1 **Apologies for absence:** Duncan Gregory (Vice-chair), Alan Dujon.
- 2 **Declaration of Interest:** None affecting agendered items.
- 3 **To discuss and adopt new Standing Orders compliant with recent changes in legislation:** The Clerk explained that the draft document presented for adoption at this meeting was different to the one presented at the previous meeting and held over to this meeting. In the interim period a new model Standing Orders document had been produced by NALC which encompassed alterations brought about by recent and forthcoming changes in legislation. This new model document has been modified for use by Thompson Parish Council. The members present felt that it was important to have Standing Orders that were compatible with current and forthcoming legislation and their adoption was proposed by Irene Smith, seconded by Ian Robertson and on the vote carried unanimously.
- 4 **To discuss and adopt documents necessary to comply with General Data Protection regulations:** The members discussed all the items listed below and subject to changes regarding the Data Protection Officer and from item 4.10, Contact Data Privacy Statement, clarification of the age of children where parental consent is required for the collection of data being queried and if and where necessary appropriately changed prior to publication and use, the adoption of all the listed items was proposed by Roy Shovelar and seconded by Kate Winslow and on the vote carried unanimously.
 - 4.1 **General Data Protection Regulation Policy Statement:**
 - 4.2 **Information Protection Policy:**
 - 4.3 **Information security incident policy:**
 - 4.4 **Removable media policy:**
 - 4.5 **Computer and telephone misuse policy:**
 - 4.6 **Retention of documents:**
 - 4.7 **GDPR risk assessment:**
 - 4.8 **GDPR amend, remove, correct request form:**
 - 4.9 **GDPR data breach record:**
 - 4.10 **Contact privacy statement:**
 - 4.11 **Employee privacy statement:**
 - 4.12 **Job application privacy statement:**
 - 4.13 **New councillor privacy statement:**
 - 4.14 **Privacy notice adoption confirmation:**
 - 4.15 **Contact consent form – Employee:**
 - 4.16 **Contact consent form – General:**
 - 4.17 **E-mail consent log:**
 - 4.18 **Parish Council Email format:**
- 5 **Thompsonvillage.org.uk website compliance:** The Clerk said that he had checks underway to ensure that thompsonvillage.org.uk was cookie free and would then insert relevant terms and conditions on the site.

- 6 **Appointment of the Data Protection Officer:** The Clerk said that there was, generally, an unwillingness among Parish Clerks to become Data Protection Officers and as a result the Norfolk Association of Local Councils were looking to offer a service providing a Data Protection Officer. This is not yet finalised but a fee of £25 per annum for small parishes such as Thompson has been mooted. The members felt that should the service become available Thompson Parish Council should avail itself of the scheme. The Clerk is to liaise with Norfolk ALC on the matter.
- 7 **Equipment to comply with GDPR:** The Clerk said that Compliance with the security requirements of GDPR entails some additional one-off expenditure. A secure filing Cabinet, a Kensington Computer lock and portable hard drive for backups were required to ensure that data is both held and seen to be held securely. The expenditure was approved unanimously by the members present and the Clerk was directed to obtain suitable equipment
- 8 **Certificate of Exemption: that the higher of the Council's gross income or the Council Gross expenditure did not exceed £25,000 during the year ending 31 March 2018:** Held over until next meeting.
- 9 **Date of Next meeting:** Tuesday 20th May 2018
- 10 **Any other business (for agenda of next meeting):**

There being no other business the meeting closed at 9:10 pm