



## **Minutes of a meeting of the Website and Information Committee held on the 29<sup>th</sup> March 2018.**

**PRESENT:** Cllr Gareth Rowlands (Chair), Cllr Gareth Smith, Cllr Andy Smith, Cllr Mike Kermode, Town Clerk

- 1. APOLOGIES:** Cllr Jackie Burnham
- 2. DECLARATION OF INTEREST:** None
- 3. MINUTES:** Minutes of 20<sup>th</sup> of February 2018 were approved.

**Matters Arising:** None

### **4. USE OF I.T. IN COUNCIL MEETINGS**

The use of iPad to be used by members was discussed. This would provide electronic agendas / minutes and cut down on paper. The pros and cons were discussed and this was seen as an initiative for the medium term. **It was resolved** that the Town Clerk send a questionnaire to members to ask if they would consider using an iPad if training and support was offered. The Town Clerk to make enquires with North Wales members of SLCC to see what use of iPad is made in Town / Community Councils.

### **5. DATA PROTECTION REGULATION**

The Information Commissioners Office had produced further actions under the General Data Protection Regulation (GDPR). The GDPR places greater emphasis on the documentation that data controller must keep, to demonstrate their accountability. Organisations need to map out which parts of the GDPR will have the greatest impact on their activities and give those areas due prominence in their planning. A summary of the Information Commissioners Office Checklist is attached.

**It was resolved** that the Town Clerk make enquiries with SLCC about training courses with a view to attending a course.

## **6. TRANSLATION SERVICES**

A number of documents provided by the Town Clerk need to be bilingual e.g. for the website. There was a question over the accuracy of the translation that is on the website. **It was resolved** to make enquires about costs of translation services from three suppliers.

## **7. OTHER MATTERS**

The Town Clerk to make enquiries if Disclosure Barring Service (DBS) checks transfer automatically to other organisations. DBS checks for members need to be discretionary not mandatory. The Town Clerk to make enquiries about cost of supplying Rhuddlan Town Council ID badges with lanyards to members.

## Information Commissioner's Office Checklist

### 1. Awareness

You should make sure that the decision makers and key people in your organisation are aware that the law is changing to the GDPR. They need to appreciate the impact this is likely to have.

### 2. Information you hold

You should document what personal data you hold, where it came from and who you share it with. You may need to organise an information audit.

### 3. Communication privacy information

You should review your current privacy notices and put a plan in place for making any necessary changes in time for GDPR implementation.

### 4. Individual's rights

You should check procedures to ensure they cover all the rights individual have, including how you would delete personal data or provide data electronically and in a commonly used format.

### 5. Subject access requests

You should update your procedures and plan how you will handle requests within the new timescale.

### 6. Lawful basis for processing personal data

You should make sure you have the right procedures in place to detect, report and investigate a personal breach.

### 7. Consent

You should review how you seek, record and manage consent and whether you need to make changes. Refresh existing consents now if they don't meet the GDPR standard.

### 8. Children

You should start thinking now about whether you need to put systems in place to verify individual's ages and to obtain parental or guarding consent for any data processing activity.

### 9. Data Breaches

You should make sure you have the right procedure in place to detect, report and investigate a personal data breach.

### 10. Data protection by Design and Data Protection Impact assessments

You should familiarise yourself now with the ICO's code of practice on Privacy impact Assessments as well as the latest guidance from the Article 29 Working party and work out how and when to implement them in your organisation.

**11. Data Protection Officers**

You should designate someone to take responsibility for data protection compliance and assess where this role will sit within your organisations structure and governance arrangements.

**12. International**

If your organisation operate in more than 1 EU member state (i.e. you carry out a cross-border processing, you should consider determine your lead data protection supervisory authority.

