

NITON AND WHITWELL PARISH COUNCIL

MINUTES OF A SPECIAL MEETING OF NITON AND WHITWELL PARISH COUNCIL HELD AT THE EDWARD EDWARDS LIBRARY, NITON, ON MONDAY 14th MAY 2018 AT 7:40 PM

PRESENT: Councillors T Addison, S Biles, S Burridge, J Boileau Goad (Chairman), M A Innes, A Logan, J A Stotesbury, Janice Young and Jon Young

IN ATTENDANCE: Councillor Dave Stewart (Isle of Wight Council) and Mrs V J Ford (Clerk to the Council)

APOLOGIES: None received.

SM01/05/18 DECLARATIONS OF INTERESTS

There were no declarations of interests.

SM02/05/18 GENERAL DATA PROTECTION REGULATION (GDPR)

Members had before them the following draft policies:

- Consent to hold contact information form
- Data breach reporting form
- Document retention and disposal policy
- E-mail contact privacy notice
- Information data protection policy
- New councillor contact privacy notice
- Privacy impact assessment form
- Privacy notice
- Removable media policy
- Retention of documents – list of documents for retention and disposal (Appendix A)
- Social media policy
- Subject access request form

RESOLVED: that, with the exception of the Social Media Policy, the above policies be adopted as presented by the Clerk.

SM03/05/18 SOCIAL MEDIA POLICY

RESOLVED: that the Social Media Policy be amended by deleting the statement “We may not respond to every comment we receive particularly if we are experiencing a heavy workload.”

The statement “Individual Councillors are at liberty to communicate directly with parishioners in relation to their own personal views, if appropriate, copy to the Clerk.” was discussed. It was confirmed that sending a copy of correspondence with parishioners to the Clerk would remain solely at the discretion of the individual Councillor.

RESOLVED: that the Social Media Policy be adopted subject to the above amendment.

SM04/05/18 ACTIONS REQUIRED FOR COMPLIANCE WITH GDPR

RESOLVED: that authority for the purchase of a lockable filing cabinet for storage of working files be given to the Clerk.

RESOLVED: that the Clerk check on the requirement for references to a “Quality Policy” and “ICT Policy” within the information data protection policy.

RESOLVED: that the person appointed to take responsibility for data protection compliance be the Clerk.

There being no further business the Chairman closed the meeting at 8:05 pm

Signed..... Date.....