

PREESALL TOWN COUNCIL

**Minutes of the extraordinary meeting of the Town Council held on Thursday 7 June 2018
at 1.00pm at Preesall Youth and Community Centre, Lancaster Road, Preesall**

Present: Cllr L Woodhouse (Mayor), B Burn, D Hudson, R Lawson, G McCann, J Mutch, P Orme, N Patrick, T Reilly.

In attendance: Alison May, clerk to the town council.

14a(1) Apologies for absence

Cllr Drobny

14b(1) Absent without apology

Cllr Black, Cllr Greenhough

15(2) Declarations of interests and dispensations

Cllr Reilly reported his involvement in the initial familiarisation work on the impact of GDPR.

16(3) Public participation

*As no members of the public were present councillors **resolved** to move to the next item on the agenda.*

17(4) General Data Protection Regulation (GDPR)

a) The Mayor and Clerk attended an advice/training session given by Wyre Council on Wednesday 16 May 18. Councillors were made aware of the importance of complying with data protection regulations and the need to be familiar with and comply with the legislation when dealing in their role as councillor with the personal data of members of the public. It was made clear that this applied not only to electronic data but paper format data as well.

b) It was **resolved to approve and adopt** the documents provided to all councillors, namely:

The data audit schedule

- PTC Information Data Protection Policy 2018
- PTC Management of Transferable Data Policy
- PTC Press, Social Media and Electronic Communication Policy
- PTC Document Retention and Disposal Policy 2018
- PTC Document Retention and Disposal - Appendix A List of Documents for Retention or Disposal

- PTC Privacy Notice - New Councillor
- PTC Privacy Notice - Email Contact
- PTC Privacy Notice - Employee and Role holders
- PTC Privacy Notice

Preesall Town Council extraordinary meeting 7 June 2018 final

Signature.....

- PTC Consent to hold Contact Information Form
- PTC Subject Access Request Form
For information - personal-data-breaches-1-0
- PTC Data Breach Reporting Form
For information - Privacy Impact Assessment Code-of-Practice IOC(1)
- PTC Privacy Impact Assessment Form

c) Councillors went on to discuss how they will operate their emails in the future and the action to be taken to achieve this.

It was **resolved** that the council's policy would be for all councillors using electronic communication to have a council-specific email address provided by Easy Web Sites Ltd at a net cost of £2 per month per web address. Councillors wishing to retain existing email addresses will be asked to sign a disclaimer accepting responsibility for the management of the data within that account.

It was suggested that the council should appoint a lead councillor on GDPR. It was **resolved** to reject this proposal.

Councillors also discussed the data encryption offer from Easy Web Sites Ltd that would also include an SSL certificate. It was **resolved** to purchase the full package at a net cost of £3 per month.

Concerns were raised regarding those councillors who had not attended the meeting and the need to make them aware of the council's resolution regarding email addresses. It was **resolved** that the clerk should write to them and make them aware that if they decide to 'go it alone' they will be legally required to register individually with the Information Commissioner.

There being no further business the mayor closed the meeting at 2.50pm.