

Frettenham Parish Council

General Data Protection Regulation Working Group (GDPR)

Terms of reference

Meetings

The Working Group will meet at least once a year and more frequently during the compliance set up. A summary of the meeting will be presented to the next full council meeting by a member of the Working Group.

Membership

The Working Group will be made up of at least two councillors. There will be no ex-officio members. The Working Group will be appointed at the Annual Parish Council meeting.

Aims and Objectives of the Committee

The Working Group aims:

- To determine the purpose and manner of processing personal data according to the law
- To ensure that the Data Protection Officer (DPO) has no conflict of interest with this process
- To ensure that councillors and staff receive ongoing and appropriate guidance on Data Protection
- To conduct a survey of the Information Audit, Privacy Notices and any Risk Management to ensure compliance with Data Protection
- To receive any reports from the DPO of any manifestly unfounded requests and confirm action to be taken
- To receive reports from the DPO of any investigation of breaches which might need to be undertaken
- To undertake an annual review of the GDPR Policy and recommend any changes to the Council which might be required
- To recommend to the Council any changes which may be required in Standing Orders in respect of DP
- To recommend to the Council any changes which may be required to the Job Description and Contract of Employment for the Clerk as DPO.

Budget

The Working Group does not have its own budget. It will recommend any budgetary needs to the Council in respect of the administrative and staffing costs to implement and maintain Data Protection requirements.

Terms of reference agreed by full Council on 20th August 2018

Review date: August 2019