

CORPORATE SERVICES POLICY AND REVIEW PANEL

Meeting held on Thursday, 21st September, 2017 at the Council Offices, Farnborough at 7.00 pm.

Voting Members

Cllr Jacqui Vosper (Chairman)
Cllr M.S. Choudhary (Vice-Chairman)

Cllr J.B. Canty
Cllr D.M.T. Bell
Cllr D.S. Gladstone
Cllr P.F. Rust
Cllr J.E. Woolley

Apologies for absence were submitted on behalf of Cllr R.L.G. Dibbs and Cllr B. Jones.

8. MINUTES

The Minutes of the meeting held on 29th June, 2017 were approved and signed by the Chairman.

9. GENERAL DATA PROTECTION REGULATIONS

The Panel welcomed Diane Milton, Legal Services Manager, who gave a presentation on Data Protection, in particular the General Data Protection Regulations (GDPR) 2016 which come into effect on 25th May, 2018. The presentation covered the following:

- Service Responsibilities
- Training
- Retention of Personal Data
- Role of Data Protection Officer
- Recent fines levied by the Information Commissioner's Office
- General Data Protection Regulations 2016
 - Steps being taken before effective implementation date
 - Rights of Individuals
 - Legal Basis for Processing
 - Privacy by Design
 - Contracts with Data Processors
 - Future Penalties

The Panel noted that Heads of Service were responsible for compliance with Data Protection legislation within their own service areas and that a cross-service working group had recently been set up to begin work on implementation of the necessary

changes to comply with the new GDPR, including revisions to the Corporate Risk Register, in-depth training for the Data Protection Officer as well as resource implications.

The Panel asked that annual updates and/or training for all Councillors should be provided on their obligations under current and new data protection legislation. The Panel proposed that Data Protection should be considered annually as part of the Panel's Work Programme.

The Panel thanked Diane Milton for her detailed presentation and **NOTED** the update.

10. **WORK PROGRAMME**

The Panel considered the updated list of items for the work programme for 2017/18. In addition to including a regular update on Data Protection, it was noted that an update was due in 2018 on the Better Procurement Project.

The Panel noted that the meeting scheduled for 18 January 2018 could potentially be used for a budget seminar for all Councillors.

Members were invited to put forward further potential items for the work programme which would be considered at the next mid-cycle meeting on 23rd October, 2017.

The Panel **NOTED** the work programme for 2017/18.

The meeting closed at 8.25 pm.

CLLR JACQUI VOSPER (CHAIRMAN)
