

# **Bergh Apton Parish Council**

## **Minutes of Data Protection Committee Meeting Wednesday 4<sup>th</sup> May 2022 at 6.30pm in The Village Hall**

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**Members present: David Skedge, Janet Skedge, Hugh Porter, Steve Whitby**

**In attendance: Clerk and Data Protection Officer Angela Tregear**

1. To receive apologies for absence & declarations of interest  
**None**
2. To review the Data Protection policy  
**Data Protection Policy reviewed and approved.**
3. To review the Privacy Statement  
**Privacy Statement reviewed. Clerk will amend wording slightly in light of Brexit.**
4. To review the Information Audit and Retention policy  
**Audit and retention Policy reviewed and approved. Clerk to check that any data relating to previous Councillors, Clerks has been deleted.**
5. To review Data Protection Consent form and to consider any new recipients  
**Clerk will update the Data Protection Consent form to include phone numbers. There will be no new recipients for the time being. The clerk will delete all contacts in address book as there is no need for us to hold this information. Parishioners are able to contact us easily via email, phone or informally in person, we are able to access the electoral role if necessary and can inform/consult parishioners on matters concerning Bergh Apton via the newsletter (which is delivered free of charge to every household), the Parish noticeboard and the website.**
6. To agree any further action required  
**To be reviewed again after the elections in 2023.**