

# Towyn & Kinmel Bay Town Council

Minutes of the Full Council GDPR (Additional) held on Wednesday 29<sup>th</sup> August, 2018 at 7pm at the Community Resource Centre Kinmel Bay

---

**Present Cllrs:** T Bibby, G Corry, D Dickin, B Griffiths, M Jones (Deputy Mayor)  
J McKenna, P Miller, K Redhead, M Smith & N Smith

**Clerk:** D Thomas

**1. Apologies**

Apologies of absence were received from Cllrs: T Curran, D Johnson, B McLoughlin. Cllrs A Hodgson & L Knightly were absent without apology.

**2. Declaration of Interest**

There were no declarations of interest.

**3. Public Participation**

There were no applications from the public to address the Council.

**4. 2018 GDPR Audit Report & Action Plan**

Noted the up to date position regarding the GDPR Audit Report and Action Plan, which the Clerk will continue working on and update the Councillors at the next appropriate Council meeting.

**5. Privacy Notices/Policy**

**Resolved that:- The following notices be approved, as presented with no amendments required.**

- General Privacy Notice
- General Privacy Notice External
- Website Privacy Policy

**6. Standing Orders**

**Resolved that:- Standing Orders be approved as presented with no amendments required.**

**7. GDPR Related New/Revised Policies**

**Resolved that:- The following policies be approved, as presented with no amendments required.**

- Subject Access Policy and Template Response Letters
- Data Breach Notification Policy
- Data Protection Policy
- Information Security Policy
- Retention and Disposal Policy & Schedule
- Communication and Social Media Policy
- Closed Circuit Television Policy and Code of Practice.

**8. GDPR Related Consent Forms/Documents**

**Resolved that:- The following Consent Forms Documents be approved, as presented with No Amendments Required.**

- Sharing Consent Form – Adult Version
- Sharing Consent Form – Children’s Version
- Consent Form for Filming/Photography – Adult
- Consent Form for Filming/Photography – Children Under 18 years of age
- Photographs Will Be Taken Poster
- Privacy Impact Assessment Form

**9. Data Sharing and Processing Agreements**

**Resolved that:-** The proposal Data sharing agreement form be approved, as presented with no amendments required.

**10. GDPR Data Inventory**

**Resolved that:-** The proposed GDPR Data Inventory be approved, as presented with no amendments required.

**11. TKBTC (Employee and Councillor) Email Footer**

**Resolved that:-**

- a) The proposed TKBTC Email Footer be approved, as presented with no amendments required.
- b) The Clerk would email the approved email footer to all Councillors, and also that they use the footer for all Town Council related emails.
- c) The Clerk would request that all the Councillors email the assistant to confirm that the footer has been added so that the footer can be checked to ensure that it has been updated correctly.

**12. Privacy Impact Statements**

**Resolved that:-** The Privacy Impact Assessment – Information Commissioner’s Office Code of Practice be approved/adopted.

Notes that: The GDPR Audit has confirmed the Town Council is not presently directly delivering any new service or projects that would require a Privacy Impact Assessment to be carried out.

**13. CCTV – Code of Practice**

**Resolved that:-** The ICO CCTV Code of Practice be approved/adopted

**14. GDPR – Councillor Upskilling**

The Clerk provided training/upskilling to the Councillors present regarding the following GDPR related matters:

- Privacy Notices
- Consent Forms
- Email Footers
- Importance of Councillors complying with revised Standing Orders/New Introduced Policies
- Sending emails outside of TKBTC (Third Parties)
- GDPR Data Access requests
- I pads
- Definition of Personal Data

**Resolved that:-**

- a) The Clerk would check the position with the GDPR Auditor regarding Data Access request timescales, in the event of a Councillor being away on holiday and setting up an out of office message on their email address.
- b) That the Clerk would contact the Cllrs who were not present at this meeting, with a view of offering them the opportunity of one to one upskilling/training.
- c) That All Councillors would update their Ipad Pins, so that they have separate access codes/pins, and once actioned that they forward a copy of their individual pins in a signed/sealed envelope to the Clerk, so that they can be securely held at Clerks Office in a Locked Fire Proof Cabinet.
- d) That the Clerk forwards by email to All Councillors, a copy of the 4 Different Consent Forms, together with a copy of the General Privacy Notice.

Noted that:

- a) The GDPR Auditor has recommended that the Councillors only use their Town Council/County Council Email Address for All TKBTC related emails.

Councillors were concerned regarding the additional responsibilities and workload for the Clerk

and the Assistant, as a direct result of the introduction of GDPR.

**Resolved that:- The Clerk would monitor the additional work loads and responsibilities, and report back to the Councillors at the next appropriate Town Council meeting.**

Meeting Closed at 8:05pm

.....  
Signed by the Chairman of the meeting 26/09/18