

PADDOCK WOOD TOWN COUNCIL
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MINUTES OF A MEETING OF THE PPP COMMITTEE HELD ON Monday 13TH
August 2018, at the Day Centre, Commercial AT 7.45 pm.

PRESENT: Cllr M Flashman, in the chair
 Cllr J Flashman, C. Williams, E. Wilson

PPP 1 **DECLARATIONS OF INTEREST**
 There were no declarations of interest

PPP 2 **CHAIRMAN AND VICE-CHAIRMAN**
 (a) Cllr Williams proposed, Cllr Wilson seconded that Cllr Mrs Flashman be re-elected Chairman – CARRIED unanimously
 (b) Cllr Williams proposed, Cllr Wilson seconded that Cllr J Flashman be re-elected Vice Chairman – CARRIED unanimously

PPP3 **MINUTES OF THE PREVIOUS MEETING**
 The minutes of the meeting held on 23rd April 2018 were APPROVED unanimously.

PPP4 **MATTERS ARISING FROM THE PREVIOUS MINUTES**
 Flag policy – the amended policy was attached for agreement and will need to be put to the full council for adoption.

PPP5 **DATA PROTECTION**
 Following the change to the Data Protection rules in May the council needs to update & adopt new policies. The Council's Data Protection Officer has supplied the following:

- (a) General Privacy Notice & Policy – this replaces the existing Data Protection Policy. The General Privacy Notice must be placed on the Council's website.
 - (b) Subject Access Request Policy
 - (c) Breach Notification Policy
 - (d) Data Retention & Disposal Policy. A copy of the Council's existing policy is also attached. The DPO has advised that it is member's decision as to how long documents are retained, however his recommendations are contained in the draft document.
- Existing policies.
- (e) Protocol on filming & recording meetings.

The above policies were agreed with minor amendments which would be made to the documents prior to submitting them to full council for ratification.

PPP6

DATE OF NEXT MEETING

The next meeting will be held on Monday 22nd October 2018

The meeting closed at 8.20 pm.

Chairman