

OLD CATTON PARISH COUNCIL DATA PROTECTION COMMITTEE TERMS OF REFERENCE

Membership

Membership shall consist of three Council members elected annually and the Council Chairman and Vice-Chairman. A Chairman shall be elected on the formation of the Committee. There will be no ex-officio members. A quorum shall consist of three members.

Aims and Objectives of the Committee

The Data Protection Committee has the delegated authority from Old Catton Parish Council to undertake the following:

- To determine the purpose and manner of processing personal data according to the law
- To ensure that the Clerk as Data Protection Officer (DPO) has no conflict of interest with this process
- To ensure that councillors and staff receive ongoing and appropriate training for 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 make an annual review of the GDPR Policy and recommend any changes to Council which might be required
- To recommend to Council any changes which may be required in Standing Orders in respect of DP
- To recommend to Staffing Committee any changes which may be required to the Job Description and Contract of Employment for the Clerk / DPO.

Budget

The Committee does not have its own budget but 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: 9th April 2018