Newton Flotman Parish Council
Clerk: Mrs Julie King
22 Henry Preston Road, Tasburgh,
Norwich, NR15 1NU
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Data Protection Committee
Terms of Reference

Meetings

The Committee will meet at least once a year. Meetings are open to the public. An agenda is prepared for each meeting and minutes written from each meeting. Minutes are presented to the next full council meeting by the Chairman of the Committee for adoption by the Council.

Membership

The Committee will be made up of three councillors. The Committee will be appointed at the Annual Parish Council meeting. A Chairman of the Committee for the year, will be elected at the first committee meeting following the Annual Parish / Town Council Meeting.

Aims and Objectives of the Committee

The Committee aims:

- To determine the purpose and manner of processing personal data according to the law
- To ensure that the Clerk 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 clerk of any manifestly unfounded requests and confirm action to be taken
- To receive reports from the clerk of any investigation of breaches which might need to be undertaken
- To make an annual review of the Data Protection 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 Data Protection
- To recommend to Council any changes which may be required to the Job Description and Contract of Employment for the Clerk in respect of Data Protection.

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.