



PREESALL TOWN COUNCIL

24 May 2018

Dear Councillor

In accordance with Standing Order 16(a) you are summoned to attend an Extraordinary Meeting of Preesall Town Council on Thursday 7 June at **1.00pm** at Preesall Youth and Community Centre, Lancaster Road, Preesall.

A handwritten signature in black ink, appearing to read 'L Woodhouse'.

Cllr Lynda Woodhouse - Mayor

AGENDA

- 1 Apologies for absence**
- 2 Declaration of interests and dispensations**
To receive disclosures of pecuniary and non-pecuniary interests from councillors on matters to be considered at the meeting.
- 3 Public participation**
The Mayor will ask councillors to agree to adjourn the meeting to allow non-councillors to speak. When dealing with public participation there is no obligation to respond immediately to comments made, other than those that relate to items on the agenda. If a councillor believes that comments received require a decision of the council and the item is not on the agenda, they can ask for this to be put on the next meeting's agenda. At the conclusion of the public session the Mayor will ask councillors to agree to reconvene the meeting.
- 4 General Data Protection Regulations (GDPR)**
The Mayor and Clerk attended an advice/training session being given by Wyre Council on Wednesday 16 May. The purpose of this extraordinary meeting will be to:
 - a) Update councillors regarding actions that need be taken in order to comply with the introduction of the new GDPR legislation, effective from 25 May.

b) As a result of this legislation the council will need to adopt a number of new policies, notices and forms; changes will be required to the press and media policy. Paperwork detailing these changes is **enclosed**. Councillors will be asked **to approve** the documents provided:

The data audit schedule

- PTC Information Data Protection Policy 2018
- PTC Management of Transferable Data Policy
- PTC Press, Social Media and Electronic Communication Policy
- PTC Document Retention and Disposal Policy 2018
- PTC Document Retention and Disposal - Appendix A List of Documents for Retention or Disposal

- PTC Privacy Notice - New Councillor
- PTC Privacy Notice - Email Contact
- PTC Privacy Notice - Employee and Role holders
- PTC Privacy Notice

- PTC Consent to hold Contact Information Form
- PTC Subject Access Request Form
- For information - personal-data-breaches-1-0
- PTC Data Breach Reporting Form
- For information - Privacy Impact Assessment Code-of-Practice IOC(1)
- PTC Privacy Impact Assessment Form

c) Councillors will be asked **to agree** how councillors will operate their emails in the future and the action to be taken to achieve this. Councillors who wish to retain existing email addresses will be asked to sign a disclaimer accepting responsibility for the management of the data within that account.

Given the volume of information contained within the new documentation councillors are advised to allow plenty of time to read the contents prior to the meeting.