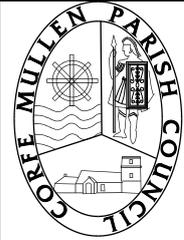


CORFE MULLEN PARISH COUNCIL



Telephone: 01202 698600
Email: katrinablee@corfemullen-pc.gov.uk

There is to be a meeting of the Parish Council at the Village Hall, Towers Way, Corfe Mullen on Tuesday 27 November 2018 at 7.45 p.m.

Mrs K M Blee
Parish Clerk
21 November 2018

Mrs Katrina M Blee
Parish Clerk
Council Office
Village Hall
Towers Way
Corfe Mullen
Wimborne
Dorset
BH21 3UA

PUBLIC DISCUSSION PERIOD

Members of the public will have an opportunity to raise issues pertaining to this agenda before the meeting starts. Each member of the public will be limited to a 5-minute slot (30 minutes in total).

1. **To Record apologies for absence**
2. **To Record any Declarations of Interest**
3. **To Approve minutes of the Parish Council meeting held on 23 October 2018**
4. **To Receive, for information purposes only, the following committee minutes:**

Planning	9 October 2018
Planning	23 October 2018
Community Services	11 September 2018
5. **To Approve accounts for payment**
6. **To Approve Bank Reconciliation for the month ended 31 October 2018**
7. **To Consider quotations for Chairman's Escort pendant**
8. **To Consider provision of traffic calming signs for Blandford Road**
9. **To Consider Data Audit questionnaire and agree any amendments**
10. **To Adopt the following policy and procedural documents:**
 - a) Data Protection Policy;
 - b) Data Breach Policy;
 - c) Subject Access Request Procedure
 - d) GDPR Privacy Notice
 - e) Retention Policy
11. **2019 elections: To Note Democracy Pack provided by DAPTC and Consider actions to encourage people to stand**
12. **To Receive verbal reports from County & District Councillors and other organisations**
13. **Items of Information and Matters for Forthcoming Agendas**
14. **To Confirm the time and date of the next meeting as Tuesday 11 December 2018 at 7.45 p.m. ((time subject to change)**

MEETING WILL BE FOLLOWED BY A MEETING OF THE PARISH COUNCIL IN ITS CAPACITY AS SOLE TRUSTEE OF THE VILLAGE HALL.

- 1. To Receive apologies for absence**
- 2. To Record any declarations of interest**
- 3. To Approve the minutes of the meeting held on 23 October 2018**
- 4. To Review Data Audit Questionnaire and related policy and procedural documents**
- 5. Items of Report and Matters for Forthcoming Agendas**
- 6. Date and Time of the next meeting**

ITEM 3 MINUTES OF LAST MEETING

Minutes of the FULL COUNCIL held at the Village Hall, Corfe Mullen on Tuesday 23 October 2018 commencing at 7.45pm

Present: Cllr Harrison - Chairman

Cllrs	Alexander (late arrival)	A Holland	Mattocks
	Anderson	P Holland	Perry
	Dix	Honeyman	Stennett
	Everett	Jefferies	Waterman

Officer in attendance: Katrina Blee (Clerk) and (Assistant Clerk).

PUBLIC DISCUSSION PERIOD

18/204 Apologies for Absence

Apologies for absence were received in advance from Cllr Parkin and also from Cllr Alexander for his late arrival.

18/205 Declarations of Interest

Cllr Perry declared an interest in 18/210 as he is a trustee of the Phelipps charity.

18/206 Minutes of Previous Meeting

The minutes of the Parish Council meeting held on 25 September 2018 were approved.

Nem Con.

18/207 Committee Minutes

Minutes of the following committees were noted:

- | | |
|-----------------------------|-------------------|
| a) Planning | 11 September 2018 |
| b) Planning | 25 September 2018 |
| c) Finance & Administration | 10 July 2018 |

18/208 Accounts for payment

The following accounts were authorised for payment:

PARISH COUNCIL ITEMS		
201105	K9 Security - September security at rec.	720.00
201106	Fletchamoore - tarmacadam works at cemetery (25% deposit)	3987.90
201107	DAPTC - Clerks Seminar	70.00
201108	D J Andrews - Ford Ranger door repair	143.65
201109	Sage - Instant Accounts renewal	201.60
201110	Borough of Poole - grounds maintenance September & fertiliser app. in June	1699.20
dd 23.10.18	BT - quarterly rental & phone charges	465.74
dd 24.10.18	British Gas -monthly office electricity	74.16
dd 19.10.18	S Electric - streetlight energy September	47.05
dd 19.10.18	S Electric - cemetery electricity	17.92

dd 01.11.18	PWLB - quarterly loan repayment	5141.90
dd 01.11.18	EDDC - cemetery rates	235.00
dd 01.11.18	EDDC - office rates	360.00
dd 08.11.18	Siemens - quarterly copier lease rental	330.00
dd 15.10.18	UK Fuels - fuel	102.35
dd 29.10.18	Vodafone - sim card rental g'staff bldg.	9.84
card 03.10.18	Post Office - stamps	13.40
card 01.10.18	Easy Gate - rubber stops	24.48
	TOTAL	13644.19

VILLAGE HALL ITEMS		
201111	White & Sons - tarmacadam drive and car park	23760.00
dd 15.10.18	Dual Energy - electricity usage September	124.10
dd 20.10.18	BT - payphone line rental & calls	68.51
card 05.10.18	Disc. Cleaning Supplies - litter picker	11.99
card 06.09.18	Reach Publishing - advert for cleaner	76.00
	TOTAL	24040.60

Nem Con

18/209 **Bank Reconciliation**

The following bank reconciliation was approved:

Bank reconciliation 30.09.18		
Nat West current		23742.66
Scot Widows Business Deposit		500.79
Petty Cash		2.18
Cooperative current	68858.92	
less unrec. payments	19388.51	49470.41
Cooperative dep. a/c		2.84
Coop Charge Card		-300.18
Public Sector Deposit Fund		227795.18
Total		301213.88

Nem Con

18/210 **Consideration of late grant application from Phelipps Charity for 2017-18**

Cllr Jefferies proposed that the Parish Council award a grant of £250 but that the charity should be questioned about its intentions regarding its reserves which are not currently invested to earn interest. Cllr A Holland seconded the motion. All were in favour.

Nem Con

18/211 **To agree Christmas Eve closure**

It was agreed that all Parish Council and Village Hall staff should be given the day off on Christmas Eve in addition to their annual leave entitlement.

Nem Con

18/212 Update on Christmas Tree project

The Clerk updated members on the progress of the upgrade of the electric pillar at Windgreen roundabout. The Carnival Committee had requested a quote from another contractor which had not been forthcoming and so the original quote has now been accepted. She has also applied for the electrical connection and has stressed to both providers that this is a community project which it is hoped can commence in time for Christmas 2018. This may not however be possible. She is keeping the Carnival Committee updated.

Cllr Perry questioned the high costs involved and also said there is a concrete socket already in place. The Chairman offered to ask David Mills from the Carnival Committee to contact him.

18/213 Purchase of civic pendants

It was agreed to obtain a quotation for a modest chain for the escort of the Parish Council Chairman which could then be passed on to future escorts.

Nem Con

18/214 DAPTC AGM Motions to consider

It was agreed that the Council's representatives should decide whether or not to support each AGM motion after hearing the debate.

Nem Con

a) The County Councillor had nothing to report other than to say that work on the new unitary council is continuing.

b) The District Councillor reported as follows: -

(i) The Good Neighbours scheme launch will take place on 3 November at St Nicholas Church during the 5th anniversary celebrations of the Corfe Mullen food bank.

c) DAPTC – Eastern Area Committee

Cllr Waterman reported that at the recent meeting no further detail on local government reorganisation had been forthcoming, which was disappointing.

d) The Clerk reported on matters received regarding the new unitary.

(i) The Shadow Executive Committee has agreed on the re-charging of parish and town councils for the 2019 elections and any subsequent by-elections. Shared costs for a combined election will be split 50/50 but full cost of elements specifically relating to the parish election will be recharged to the parish or town council. A schedule of costs for non-combined elections has been provided.

(ii) All existing Local Plans will be taken forward but by 2024 a Local Plan for the new unitary must be in place.

18/216 Items of Information and Matters for Forthcoming Agendas

a) The Chairman drew members' attention to comments made by Cllr Parkin at the recent Finance & Administration Committee regarding grounds staff performance. These comments were inappropriate and contrary to the Council's member/employee protocol and he reminded councillors of the training they had undertaken in 2017. He apologised for not calling Cllr Parkin to order, as did Cllr Honeyman, who had been chairing the

meeting. Any member unclear of correct procedures should contact the Clerk for clarification.

Cllr Parkin had also questioned the level of grounds staff resources at the Parish Council and had said that Wimborne has a smaller team. The Clerk had sought information on this and the Chairman asked the Clerk to include this information in the minutes, together with details of the range of work undertaken by the Parish Council grounds staff. This is included as Appendix 1 to these minutes.

- b) Cllr Jefferies reported on the recent drop in sessions organised by Suez regarding their proposed planning application. She said that residents living near to the tip are outraged. The planning application is supposed to be in by the end of October and DCC are keen to determine the application by the end of March 2019.

Cllr A Holland added that she had spoken to the Suez representatives who were more than happy to come to a meeting to discuss the application. It was suggested that they be invited to the Planning meeting at which the application is discussed.

- c) Cllr Jefferies reported that the site of Roman remains east of Roman Road is being considered for designation as an Ancient Monument.
- d) Cllr Jefferies reported that the horse riders' petition to reduce the speed limit on Blandford Road north will be presented on 6 November. She asked whether the Parish Council would consider funding the installation signs at the entrance to Corfe Mullen asking drivers to be careful and that they may encounter horses on the road. It was agreed to take this to a future Full Council meeting if a reduced speed limit was agreed.

Nem Con

- e) Cllr Dix reported that she had been approached by residents about providing a bus shelter opposite the Welcome Parade on Wareham Road. The Clerk was asked to investigate if the stop is suitable for a shelter and include the request on a future agenda.
- f) The Clerk reported that a further £1457.76 of CIL funds has been received.
- g) The Clerk reported that agreement in principle had been received from the County Council to renew the Henbury play area licence and to amend it to reflect the real situation that it is a public park for seven days a week although when it is used by the school it is locked temporarily.
- h) Cllr Harrison reported that he had received a request from Keep Corfe Mullen Green asking the Parish Council to fund the seeking of a legal opinion regarding any negligence incurred by the District Council when the core strategy had been prepared in relation to not heeding the advice of consultants.

The Clerk had sought advice, and this is not something that the Parish Council can fund. Keep Corfe Mullen Green has been informed.

- i) Cllr Waterman outlined the information given at the recent SSE workshop that he had attended together with Cllrs A. Holland, P Holland and Stennett. This included details of telephone number 105 which can be used to seek information when a power cut occurs. It was agreed to ask Corfe Mullen Link to add this to their useful number list and to feature it in a future edition of Corfe Mullen News.
- j) The Clerk reported that the District Council aims to inform parishes of their council tax bases by 22 December 2018. However due to uncertainty regarding Council tax harmonisation this might be delayed which could impact on the Parish Council's budget setting timetable.
- k) Cllr Harrison reported that as a result of the recent boundary review in respect of the new unitary authority it has been recommended that Corfe Mullen will be a two-seat ward.

- l) Cllr Harrison reminded members that Remembrance Sunday is on 9 November and it is the 100th anniversary this year. He asked that as many members as possible try to attend.

18/217 Date and time of next meeting

The date and time of the next meeting was confirmed as Tuesday 27 November 2018 at 7.45pm (time subject to change).

The meeting closed at 8.45pm

APPENDIX 1

Parish Council ground staff resourcing

The Parish Council employs 3.14 full time equivalent grounds staff. They look after:

44-acre recreation ground (though the large areas of grass and some hedging is cut by our contractor) – (up to 8 pitches at any one time, cricket pitch, meadow, orchard, etc.)

11 acres open space (small area of grass cut by contractor)

Twice-weekly (at least) litter picks and litter bin emptying

Thrice-weekly dog bin emptying at the recreation ground

3 play areas – twice-weekly inspections, monthly and three-monthly more in-depth inspections

1 MUGA – inspections as above

1 wheel park – inspections as above

2 public toilets

Village hall car park, grass and boundary hedging

Old cemetery

New cemetery

Communal areas of allotments and boundary hedging

2 roundabouts

Chapel

Ground staff building (cleaning and maintenance)

Plant and machinery and vehicle in-house maintenance

Gutters at office, and other minor office maintenance/diy

Liaison with contractors (Head Groundsman)

Purchasing and picking up supplies and sometimes machinery

Reviewing and preparing risk assessments

Inspections paperwork

Planning of weekly work

Meetings with the Clerk (Head Groundsman)

Wimborne employs more grounds staff - 3.67 full time equivalent (including for the cemetery) and look after:

Cemetery

Redcotts Rec, which has 2 pitches, Petanque pitch, Bowling green, Play area, skate facility.

Leigh Park playing field (2 rugby pitches) and two play areas there.

Occasional odd jobs around the Town

No doubt they also do work planning, meetings, machinery maintenance or contractor liaison, inspections and associated paperwork.

ITEM 4 COMMITTEE MINUTES – see separate document

ITEM 5 ACCOUNTS FOR PAYMENT

PARISH COUNCIL ITEMS		
201129	R Evetts - office window clean	9.00
201130	Easy-Gate - rubber stops for play areas	34.08
201131	Naked Cross Nurseries - heathers and ericaceous soil	108.84
201132	Redlynch - aerial runway parts and servicing	927.60
201133	Logik - quarterly copy charges	50.11
201134	CMPC - transfer of funds to NatWest account	30000.00
201135	Excalibur Stone - cleaning of war memorial	480.00
201136	Borough of Poole - grounds maintenance October	1045.20
201137	Blacktop Repairs - tarmac repairs at recreation ground	888.00
201138	SLCC - annual membership for Clerk	273.00
dd 20.11.18	DCC - recreation waste collections October	166.50
dd 20.11.18	DCC - recycling collections October	12.40
dd 19.11.18	UK Fuels - fuel	80.51
dd 01.12.18	EDDC - office rates	360.00
dd 01.12.18	EDDC - cemetery rates	235.00
dd 29.11.18	Vodafone - sim card rental g'staff bldg.	9.84
dd 29.11.18	British Gas - office electricity	140.23
card 14.11.18	Post Office - stamps	58.00
card 25.10.18	Microsoft Office - annual renewal	79.99
card 24.10.18	Amazon - window envelopes	19.19
	TOTAL	34977.49

VILLAGE HALL ITEMS		
201139	Sportshall Markings - line marking out for car park including hatching and disabled	540.00
dd 22.11.18	Gazprom - gas usage October	128.86
dd 24.10.18	TalkTalk - broadband	46.48
dd 05.11.18	Gazprom - gas usage September	45.43
card 14.11.18	Post Office - stamps	29.00
	TOTAL	789.77

ITEM 6 BANK RECONCILIATION

Bank reconciliation 31.10.18		
Nat West current		15874.43
Scot Widows Business Deposit		500.80
Petty Cash		2.18
Cooperative current	152424.75	
less unrec. payments	32444.74	119980.01
Cooperative dep. a/c		2.84
Coop Charge Card		-126.59
Public Sector Deposit Fund		307913.32
Total		444146.99

ITEM 7 ESCORT'S PENDANT

As requested, a quotation was received from a specialist supplier as follows (pictorial samples will be circulated at the meeting):

Thank you for your enquiry.

Below is a form e-mail I use to show customers the different levels of pendants we provide and guideline costs. I hope this will act as a good starting point. I would avoid pendant A as the resin is soft when compared to vitreous enamel, longevity could be an issue.

Pendant A

This design is a one-piece etched pendant. Resin filled and plated in polished gilt. It offers a very cost-effective civic identifier.

Price band £375 net

Pendant B

This pendant is again one piece etched, embellished with vitreous enamel and finished in polished hard gold plate. This option offers a hard wearing, cost effective pendant.

Price band £550 net

Pendant A & B are one-piece etched pendant and as such we can achieve any style you want, i.e. contemporary etc.

Pendant C

Crafted from hallmarked sterling silver, this two-piece pendant is embellished with vitreous enamel and finished in polished hard gold plate. This pendant will serve for generations.

Price Band £950 net

We could look at some contemporary back plates for this level of product also

Pendant D

This three piece pendant with bespoke centre and top scroll is crafted from hallmarked sterling silver, embellished with vitreous enamel and finished in polished hard gold plate. A pendant of this stature and complexity would add dignity and gravitas to any civic event.

Price Band £1250 - £1400 nett

We can also offer fully bespoke pendants dependant on your needs.

In terms of a full chain of office to go the pendant, starting prices are £2500 net. It may that you wish to have just a pendant on a ribbon.

ITEM 8 TRAFFIC CALMING SIGNS – report from Cllr Jefferies

On November 6th I took a local resident to the Petitions Panel in Dorchester with a petition signed by 65 people to request a reduction in the speed limit on the Blandford Road, north of the village, where it enters from the A31.

The resident came armed with photographic evidence, witness statements of the treatment by lorry and van drivers of horse riders and cyclists, and so on.

The Panel agreed to reduce the Speed limit to 40 mph. 30mph was considered unsuitable as this is normally associated with roads with street lights and pavements.

This is excellent news and a great success. However, the less good news is that it will take some time, currently there are about 100 similar requests in the pipeline and the Highways budget allows for 10 per year to be implemented.

However, in the meantime, the Highways team will be happy to support any initiatives by the Parish Council, such as Gateway signs at the entrance to the village. These could be 'Welcome to our

Village, please drive carefully' etc and mock white gates. Other areas report these as making a difference.

After a little research, prices seem to vary from around £500 - £2000. There are other entrances to the village which could also benefit from similar signs. I would suggest that we try one, on this stretch of road, and if it is successful, consider a programme to roll out more.

For consideration

ITEM 9 DATA AUDIT QUESTIONNAIRE

As part of the compliance work for the General Data Protection Regulations, the Clerk has been working through the NALC toolkit and the first step in this was to undertake a Data Audit Questionnaire (see overleaf). The Council is asked to review this in case of any omissions.

For consideration.

Corfe Mullen Parish Council

Data Audit Questionnaire

1. To be used for record keeping
2. This questionnaire is designed to help councils to audit their personal data. It is important that councillors and staff complete this form as comprehensively as possible. The purpose of a data audit is to find out what data the council is processing, what it is used for, where it is located and who has access to it. It is an important step in assessing whether there are any risks in the type of processing the council carries out. For example if the council processes a large amount of sensitive personal data but has no access controls in place restricting who can see or use the data, that is a security risk which needs to be fixed. Without carrying out an audit a council may not know what risks it currently has with data.
3. The generic phrase "Council" has been used to refer to the data controller (see glossary below) using the questionnaire.
4. Glossary
 - **"Personal Data"** is any information about a living person which can identify them. This is not just someone's name and address but any information which can identify them (directly or indirectly). For example a phone number or email address is personal data. Any other contact information or a person's employment history, or credit history are all personal data.
 - **"Data controller"** is the person or organisation who determines the how and what of data processing.
 - **"Data processor"** is the person or firm that processes the data on behalf of the controller.
 - **"Data subject"** is the person about whom personal data is processed.
 - **"Processing"** personal data means storing or deleting any personal data on a computer, database or some manual files (e.g. HR, allotment tenancy files or invoices with contractor payment details). The word 'processing' also covers selecting a name for a mailing list or reading it off a screen during a call. It includes transferring and altering data. Indeed, practically anything done to personal data constitutes processing.
 - **"Sensitive personal data or special categories of personal data"** are any of the following types of personal data about a data subject: racial or ethnic origin; political opinions; religious beliefs; trade union membership; physical or mental health or condition; sexual life or orientation; genetic data; and biometric data.

Part A	Your Information
1.	Person completing questionnaire: Katrina Blee Parish Clerk katrinablee@corfemullen-pc.gov.uk 01202 698600
2.	Data controller Corfe Mullen Parish Council

3.	<p>Date you completed this questionnaire 09.11.18</p>
Part B	Communicating Personal Data
4.	<p>This section relates to communications with councillors, staff and local residents (including mailing lists) and the general public.</p> <p>a) What type of personal data does the council keep?</p> <p>Names Contact details – addresses, phone numbers and email addresses Bank details where needed to pay an invoice or reimburse expenses Staff: National Insurance Numbers, dates of birth, bank details and tax codes</p> <p>b) Where does the council get the personal data from?</p> <p>Staff Councillors Residents Other local authorities Charities, sports association and community groups Owners of a Grant of exclusive right of burial Solicitors, funeral directors and memorial masons Allotment tenants</p> <p>c) Why does the council collect or process the data – what does the council do with the personal data?</p> <p>For purposes relating to: Local resident concerns Management of council facilities, services and staff Contract management Performance of statutory functions</p> <p>d) Who does the council disclose personal data to?</p> <p>The public Councillors Staff and contractors carrying out the work of the council Pension providers HMRC Prospective employers</p> <p>e) Do the council minutes contain personal data?</p> <p>Councillors' and staff names Names of residents or general public where they have spoken in Public Discussion Period</p> <p>f) Does the council ever send personal data overseas and if so where to and to which organisation? This might include overseas companies providing database or email services.</p> <p>No</p>

	<p>g) Does the council collect any sensitive personal data?</p> <p>Information on the physical or mental health of staff</p> <p>h) If so for what reason?</p> <p>To support staff</p>
Part C	Suppliers, companies and other organisations the Council contracts with
5.	<p>About individuals or representatives of organisations which supply us with services such as for council repairs, or with whom we are in contact</p> <p>a) Who does the council keep personal data about?</p> <p>Tradesmen Solicitors Surveyors Architects Suppliers Advisers Consultants Project Managers IT support contractors Software suppliers</p> <p>b) What type of personal data does the council keep?</p> <p>Name Contact details Qualifications Bank details Education and skills</p> <p>c) Where does the council get the data from?</p> <p>The individuals The suppliers The contractors</p> <p>d) Why does the council collect or process the data?</p> <p>For the maintenance, repair and management of council assets To make payments for services or goods To support the management of Council services To support the management of the Council's Health & Safety and HR functions</p>
Part D	General Questions about Personal Data
6.	<p>a) How does the council store the personal data collected?</p> <p>Hard copies in filing cabinet, cabinets at the council offices, or in store in the loft or store room Hard copies also in fireproof safe (burial registers, leases and other legal documents) Computers located at the council offices</p>

	<p>Accounting records also kept on memory stick stored in fireproof safe as above. The council's website - Dorset History Centre Burial records on electronic cloud-based database All electronic documents are saved to an independent cloud provider</p> <p>b) Does the council take any steps to prevent unauthorised use of or access to personal data or against accidental loss, destruction or damage?</p> <p>Cabinets, store room and safe locked. Computers password protected Memory sticks encrypted, and password protected Cloud storage password protected Burial records cloud data base password protected List of passwords password protected Staff files password protected Website editing/administrator access is password protected</p> <p>c) How does the council manage access to data?</p> <p>Information will be shared with councillors and other local authorities only when necessary for the management of its functions Councillors and staff will take care only to share information with the general public where necessary for the management of the council's functions. The general public will be directed to the council's website where possible</p> <p>d) What is the process involved in giving access to staff or councillors?</p> <p>Councillors must request any information from the Clerk</p>
7.	<p>Do any procedures exist for correcting, deleting, restricting, personal data?</p> <p>The Clerk must be informed of all amendments required for personal data Requests to delete personal information must be sent to the Clerk in writing or by email</p>
8.	<p>a) Who has access to/is provided with the personal data (internally and externally)?</p> <p>Staff Councillors (upon request) Others normally with consent from the data subject only</p> <p>b) Is there an authorisation procedure for accessing personal data? If so, please provide details.</p> <p>Staff do not need authorisation to access apart from staff personal files which are only accessed by the Clerk Councillors must request access from the Clerk who will assess whether the reason for access is appropriate</p>

	Others must request access from the Clerk who will assess whether the reason for access is appropriate, whether there is a legal basis for access other than consent from the data subject
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9.	<p>Does the council provide a copy of all existing privacy notices?</p> <p>These are on the Council's website and available on request from the council office.</p>
10.	<p>So far as the council is aware, has any personal data which was gathered for one purpose been used for another purpose (e.g. communicating council news?)</p> <p>No.</p>
11.	<p>Does the council have any policies, processes or procedures to check the accuracy of personal data?</p> <p>No, data is checked upon receipt and the Council is reliant on data subjects to provide updated information.</p>
12.	<p>In the event of a data security breach occurring, does the council have in place processes or procedures to be followed?</p> <p>Yes, a written Data Breach Policy.</p>
13.	<p>a) If someone asks for a copy of personal data that the council holds about them, i.e. they make a 'subject access request', is there a procedure for handling such a request?</p> <p>Yes</p> <p>b) Is this procedure contained in a written document?</p> <p>Yes</p>
14.	<p>Does the council have an internal record of the consents which the council has relied upon for processing activities?</p> <p>Yes</p>
15.	<p>Are cookies used on the council website?</p> <p>Yes. The website is providing a cookies statement.</p>
16.	<p>Does the council have a website privacy notice and general privacy notice?</p> <p>Yes</p>

17.	<p>What data protection training do staff and councillors receive?</p> <p>Clerk has attended training and appraising other staff and councillors. Some councillors have had access to training through other means (e.g. employment, other elected bodies). Councillors to read all the council's policies</p>
18.	<p>Does anyone in the council have responsibility for reviewing personal data for relevance, accuracy and keeping it up to date?</p> <p>The Clerk has overall responsibility for data on behalf of the council, however there is no regular review process in place. Reliance is on data subjects to inform the council of any updates.</p>
19.	<p>a) What does the council do about archiving, retention or deletion of personal data?</p> <p>This is done in accordance with the Council's retention policy.</p> <p>b) Who authorises destruction and archiving?</p> <p>The Clerk</p>
Monitoring	
20.	<p>a) Please identify any monitoring of the following systems that takes place. 'Monitoring' includes all monitoring of systems including intercepting, blocking, recording or otherwise accessing systems whether on a full-time or occasional basis. The systems are:</p> <ul style="list-style-type: none"> (i) computer networks and connections – No. (ii) remote access systems – Only Clerk has access (iii) email– No. (iv) telephones, voicemail, mobile phone records – No. <p>b) Does the council have notices, policies or procedures relevant to this monitoring?</p> <p>N/A</p>

ITEM 10 DATA PROTECTION DOCUMENTS

Following on from the above work, the Clerk has prepared five policy documents and the Council is asked to approve the following drafts:

Data Protection Policy
Data Breach Policy
Subject Access Request Procedure
GDPR Privacy Notice
Retention Policy

It is recommended that these documents are reviewed annually.

For decision.

Corfe Mullen Parish Council

Data Protection Policy

Corfe Mullen Parish Council recognises its responsibility to comply with the General Data Protection Regulations (GDPR) 2018 which regulates the use of personal data. This does not have to be sensitive data; it can be as little as a name and address.

General Data protection Regulations (GDPR)

The GDPR sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how personal information can be collected, handled and used. The GDPR applies to anyone holding personal information about people, electronically or on paper. The Parish Council has also notified the Information Commissioner that it holds personal data about individuals.

When dealing with personal data, Parish Council staff and elected members must ensure that:

- **Data is processed fairly, lawfully and in a transparent manner**
This means that personal information should only be collected from individuals if staff have been open and honest about why they want the personal information.
- **Data is processed for specified purposes only**
This means that data is collected for specific, explicit and legitimate purposes only.
- **Data is relevant to what it is needed for**
Data will be monitored so that too much or too little is not kept; only data that is needed should be held.
- **Data is accurate and kept up to date and is not kept longer than it is needed**
Personal data should be accurate, if it is not it should be corrected. Data no longer needed will be shredded or securely disposed of.
- **Data is processed in accordance with the rights of individuals**
Individuals must be informed, upon request, of all the personal information held about them
- **Data is kept securely**
There should be protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

Storing and accessing data

Corfe Mullen Parish Council recognises its responsibility to be open with people when taking personal details from them. This means that staff must be honest about why they want a particular piece of personal information.

The Parish Council may hold personal information about individuals such as their names, addresses, email addresses and telephone numbers. These will be securely kept at the Parish Council offices and are not available for public access. All data stored on the Parish Council office computers are password protected. Once data is

not needed any more, is out of date or has served its use and falls outside the minimum retention time of the Parish Council's document retention policy, it will be shredded or securely deleted from the computer.

The Parish Council is aware that people have the right to access any personal information that is held about them. Subject Access Requests (SARs) must be submitted in writing (this can be done in hard copy, email or social media). If a person requests to see any data that is being held about them, the SAR response must detail:

- How and to what purpose personal data is processed
- The period the Parish Council tend to process it for
- Anyone who has access to the personal data

The response must be sent within 30 days and should be free of charge.

If a SAR includes personal data of other individuals, The Parish Council must not disclose the personal information of the other individual. That individual's personal information may either be redacted, or the individual may be contacted to give permission for their information to be shared with the Subject.

Individuals have the right to have their data rectified if it is incorrect, the right to request erasure of the data, the right to request restriction of processing of the data and the right to object to data processing, although rules do apply to those requests.

Please see the **Subject Access Request Procedure** for more details.

Confidentiality

Corfe Mullen Parish Council elected members and staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.

Corfe Mullen Parish Council

Data Breach Policy

The General Data Protection Regulations (GDPR) define a personal data breach as a “breach of security leading to accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed”.

Examples include:

- Access by an unauthorised third party
- Deliberate or accidental action (or inaction) by a controller or processor
- Sending personal data to an incorrect recipient
- Computing devices containing personal data being lost or stolen
- Alteration of personal data without permission
- Loss of availability of personal data

Corfe Mullen Parish Council takes the security of personal data seriously, computers are password protected and hard copy files are kept in locked cabinets.

Consequences of a personal data breach

A breach of personal data may result in a loss of control of personal data, discrimination, identity theft or fraud, financial loss, damage to reputation, loss of confidentiality of personal data, damage to property or social disadvantage. Therefore a breach, depending on the circumstances of the breach can have a range of effects on individuals.

Corfe Mullen Parish Council’s duty to report a breach

If the data breach is likely to result in a risk to the rights and freedoms of the individual, the breach must be reported to the individual and the Information Commissioner’s Office (ICO) without undue delay and, where feasible, not later than 72 hours after having become aware of the breach. This will be normally done by the Clerk.

If the ICO is not informed within 72 hours, the Clerk, on behalf of the Parish Council, must give reasons for the delay when the breach is eventually reported.

When notifying the ICO of a breach, the Parish Council must:

- i. Describe the nature of the breach including the categories and approximate number of data subjects concerned and the categories and approximate number of personal data records concerned;
- ii. Communicate the name and contact details of the Parish Council (normally the Clerk);
- iii. Describe the likely consequences of the breach
- iv. Describe the measures taken or proposed to be taken to address the personal data breach include measures to mitigate its possible adverse effects.

When notifying the individual affected by the breach, the Parish Council must provide the individual with the details ii – iv above.

The Parish Council does not need to communicate with an individual if the following applies:

- It has implemented appropriate technical and organisational measures (i.e. encryption) so those measures have rendered the personal data unintelligible to any person not authorised to access it;
- It has taken subsequent measures to ensure that the high risk to rights and freedoms of individuals is no longer likely to materialise, or;
- It would involve a disproportionate effort

However, the ICO must still be informed even if the above measures are in place.

Data processor's duty to inform the Parish Council

If a data processor (e.g. payroll provider) becomes aware of a personal data breach, it must notify the Parish Council without undue delay. It is then the Parish Council's responsibility to inform the ICO.

Records of data breaches

All data breaches must be recorded whether or not they are reported to individuals. This record will help to identify system failures and should be used as a way to improve the security of personal data

Record of Data Breach

Date of Breach	Type of breach	Number of individuals affected	Date reported to ICO/individual	Actions to prevent breach recurring

To report a data breach use the ICO online system:

<https://ico.org.uk/for-organisations/report-a-breach/>

Corfe Mullen Parish Council

Subject Access Request Procedure

Corfe Mullen Parish Council shall complete the following steps when processing a request for personal data (Subject Access Request or SAR).

1. Ascertain whether the requester has a right to access the information and in what capacity.
2. Obtain proof of identity (once this step has been completed the clock can start).
3. Engage with the requester if the request is too broad or needs clarifying.
4. Make a judgement on whether the request is complex and therefore should be extended to a two-month response time.
5. Acknowledge the requester providing them with:
 - a) the response time - one month (as standard), two months if complex;
 - b) details of any costs - nil for standard requests, or, if the request is manifestly unfounded or excessive, or further copies of the same information is required, a fee can be charged which is in line with the administrative cost.
6. Use its Audit of Processing Activities to identify data sources and where they are held.
7. Collect the data.
8. If (6) identifies third parties who process it, then engage with them to release the data to Corfe Mullen Parish Council.
9. Review the identified data for exemptions and redactions in line with the ICO's Code of Practice on Subject Access.
10. Create the final bundle and check to ensure all redactions have been applied.
11. Submit the final bundle to the requester in a secure manner, and in the format which they have requested.

Corfe Mullen Parish Council

General Data Protection Regulations 2018 (GDPR) Privacy Notice

Corfe Mullen Parish Council takes your privacy and the protection of personal data it collects about you very seriously. Your personal data is information that tells the Council something from which you can be identified. This privacy notice explains how the Council collects and uses your personal data.

How does the Council collect your personal data?

The Council collects your personal data whenever you access or sign up to any of the Council's services, request information, make a complaint, apply for a job or participate in activities provided by the Council. The personal data collected may include your name, e-mail address, home or work address, telephone or mobile number, date of birth or bank account details.

Who provides the Council with your personal data?

Generally, you will be the person who provides the Council with your personal data. The Council may however collect personal data about you from other people such as: complainants; Government departments and agencies; or other local authorities; other persons.

How does the Council use your personal data?

The Council uses your personal data mainly to perform a task carried out in the public interest or in connection with your use of any of the Council's services, or if you make an enquiry or complaint, apply for a job etc. The Council may use your personal data to fulfil any contractual obligations owed to you or to provide you with something that you have asked the Council to do before entering into a contract with you.

When does the Council need your consent to use your personal data?

Where the Council wishes to use your personal data for purposes that are neither connected with the performance of its public functions or of contractual obligations, the Council may rely on your consent to collect and use your personal data. This could be when the Council would like to use your information in a way which is unexpected or different to the original purpose.

Where the Council requires your consent, it will give you a genuine choice whether or not you should give your express consent and will not rely upon your silence as you giving consent. The Council will also tell you at the time you give your consent, how you can withdraw your consent at any time and will make it easy for you to do so.

Who will the Council share your personal data with?

The Council may share your personal data where it is under a legal obligation to do so; is performing its public functions and powers; where the aim is the detection and prevention of crime/fraudulent activity; or if there are serious risks to the public, Council staff, a child or adults who are thought to be at risk, for example if they are frail, confused or cannot understand what is happening to them.

The Council will not sell your personal data to any other organisation for the purposes of direct marketing.

How long will the Council hold your personal data?

The Council will not use or continue to hold your personal data for any longer than is necessary to perform its public functions and powers or any contractual obligations owed to you unless the Council

has a legitimate reason such as complying with a legal obligation for doing so. The Council has a Retention Policy.

What rights do you have in respect of the personal data held by the Council?

The GDPR gives you a number of rights. For further information please see:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

What to do if you have any concerns or queries

If you believe that the personal data that the Council holds about you may be wrong or inaccurate or that the Council has misused your personal data, you should contact the Parish Clerk. You also have the right to make a complaint to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Contact details Data Controller: Corfe Mullen Parish Council, Council Office, Towers Way, Corfe Mullen, Wimborne, Dorset, BH21 3UA.

Parish Clerk: Mrs Katrina M Blee. Email: katrinablee@corfemullen-pc.gov.uk

Corfe Mullen Parish Council

Records Retention Policy

Corfe Mullen Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the association. This document provides the policy framework through which this effective management can be achieved and audited.

It covers:

- Scope
- Responsibilities
- Retention Schedule

Scope

This policy applies to all records created, received or maintained by Corfe Mullen Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried by the Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities.

Records may be created, received or maintained in hard copy or electronically. From 2018, records are kept electronically apart from original signed minutes which are held in hard copy and titles, leases and licences which are held both electronically and in hard copy.

A small percentage of the Parish Council's records may be selected for permanent preservation at the Dorset History Centre as part of the Council's Archive and for historical research. In addition, original signed minutes and other documents kept indefinitely will be periodically transferred to the Dorset History Centre.

Responsibilities

Corfe Mullen Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Clerk. The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely. Individual staff and employees must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with the Parish Council's records management guidelines.

Retention Schedule

The following schedule outlines the minimum retention periods for Corfe Mullen Parish Council's records. Records should not be kept for more than the minimum retention period in most cases.

Document	Minimum Retention Period	Reason
Allotments		
Allotment Plan and current tenants' contact database* This is a living document, current tenancies only shown	Indefinite	Audit Management
Correspondence with tenants (rent letters, inspection letters, etc.	6 years after end of tenancy	Limitation Act 1980 (as amended)
Inspection reports	6 years after end of tenancy	Limitation Act 1980 (as amended)
Tenancy Agreements	6 years after end of tenancy	Limitation Act 1980 (as amended)
Waiting/allocation list	Indefinite Delete allocations 6 years after end of tenancy	Audit Management
Cemeteries		
All registers	Indefinite	Archive Management Local Authorities Cemeteries Order 1977 (SI 204)
Burial applications	Indefinite	Management
Cemetery plan and consecration information	Indefinite	Archive Management Local Authorities Cemeteries Order 1977 (SI 204)
Correspondence with burial right holders	Indefinite	Management
Exhumation records or correspondence	Indefinite	Management

Document	Minimum Retention Period	Reason
Memorial applications	Indefinite	Management
Pre-purchase applications	Indefinite	Management
Cemeteries (continued)		
Scattering of ashes requests and records	Indefinite	Archive Management
Transfer of rights records and correspondence	Indefinite	Archive Management
War Memorial information	N/A	Held by War Graves Commission
Employment		
Payroll – general	12 years	HMRC/Superannuation
Staff employment contracts	6 years after ceasing employment	Management
Staff files, including application forms, references, disciplinary, grievance, appraisals etc.	6 years after ceasing employment	Management
Unsuccessful application forms	6 months	Management
Finance		
Accounting Records (receipt & payment vouchers/paid vouchers, VAT records*, petty cash books and vouchers, receipt books, booklet/dvd sales record book, purchase order schedule *20 years for rents but N/A for CMPC	6 years	VAT
Audited Accounts	Indefinite	Archive Management

Document	Minimum Retention Period	Reason
Bank paying-in books and cheque stubs	Last complete audit year	Audit
Bank statements, including deposit/savings accounts	Last completed audit year	Audit
Budget	Permanent	Archive Management
Loan records	6 years after the loan has been repaid	Limitation Act 1980 Management (as amended)
Finance (continued)		
Long term investments	Indefinite	Audit Management
Quotations and tenders (successful)	6 years after contract terms have expired (12 years for contracts under seal)	Limitation Act 1980 (as amended)
Quotations and tenders (unsuccessful)	1 year after start of contract	Management
Scales of fees and charges – all services	6 years	Management
General Administration		
Councillors contact details	Duration of membership	Management
Councillor GDPR compliance form	Duration of membership	Management
Councillor Declarations of Office	Duration of membership	Management
Plans of council property	Indefinite	Archive Management
Routine correspondence, help centre enquiries (hard copy or email)	1 year after matter is closed	Management
Records of complaints	2 years after matter is closed	Management

Document	Minimum Retention Period	Reason
Parish Newsletter	Indefinite	Archive
Maps of assets and land	Indefinite	Management
Policy and procedure documents (all current)	While current	Management
Policy and procedure documents (superseded)	6 years after	Limitation Act 1980 (as amended)
Press releases	Indefinite	Archive
Remembrance Parade information	6 years after	Limitation Act 1980 (as amended)
Grants		
Grant applications and correspondence – grants by the Parish Council and grants for the Parish Council	6 years after	Limitation Act 1980 (as amended)
Health & Safety		
Accident books, records and reports	3 years	Limitation Act 1980 (as amended)
All other Health & Safety Records	5 years	Management
Insurance		
Insurance policy documents	While valid	Management
Insurance policy/claims details – previous	Indefinite (as a summary schedule)	Management (potential claims)
Employer's Liability Insurance	40 years	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI. 2753). Management

Document	Minimum Retention Period	Reason
Legal		
Title deeds and leases	Indefinite	Audit Management
Licences, agreements and contracts	6 years after the end of the contract	Limitation Act 1980 (as amended)
Correspondence with landlords and licensors	6 years after the end of the lease or contract	Audit Management
Correspondence with lessees and licensees	6 years after the end of the lease or contract	Limitation Act 1980 (as amended)
Schedule of land and property	Indefinite	Audit Management
Schedule of assets	Indefinite	Audit Management
Byelaws	While valid	Management
Meetings		
Original signed minutes – hard copies kept	Indefinite. Periodic transfer to Dorset History Centre when space dictates	Archive
Minute-taking notes	Until minutes approved	Management
Meeting recordings for the purpose of minute writing	Until minutes approved	Management
Agendas and associated reports	Indefinite	Archive Management
Annual Parish Meeting minutes	Indefinite	Archive Management

ITEM 11 2019 ELECTIONS

The Dorset Association of Parish Councils (DAPTC) has provided via the National Association of Local Councils (NALC) a Democracy Pack (enclosed separately for information). The Council is asked to consider what, if any, aspects of the pack it wishes to use in the run up to the Parish Council elections, and any other measures it wishes to take.

For consideration/decision.

ITEM 12 VERBAL REPORTS *verbal item*

ITEM 13 ITEMS OF REPORT AND MATTERS FOR FORTHCOMING AGENDAS *verbal item*

ITEM 14 DATE AND TIME OF NEXT MEETING: 11 DECEMBER 2018 7.45PM (*time subject to change*)

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