

THURSTON PARISH COUNCIL

Minutes of the Policy and Resources Sub-Committee Meeting held on Thursday 6th August 2020 at 4.30pm via Zoom Videoconferencing.

In the Chair: Cllr. Dashper. Present: Cllrs. Fawcett and Haley. In Attendance: Mrs V Waples, Clerk.

1. The Chairman declared the meeting open at 4.30pm, thanked the Councillors for attending and read out the statement for the holding of virtual meetings.
2. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting on the grounds that the meeting has been called to consider information supplied to the Parish Council which is covered under the Data Protection Act 2018 and the provisions of the General Data Protection Regulations and as such the council has obligations as to how it uses personal data about individuals, councillors, staff members and persons unconnected to the parish council – agreement was forthcoming that the public be excluded on the above grounds.
3. Members to consider whether, in light of information received, there has been an information security incident whereby data or information held by the Parish Council, in any format, has been compromised by being lost, destroyed, altered, copied, stolen, transmitted; unlawfully accessed or used by unauthorised individuals whether accidentally or on purpose.
 - a) To consider information and evidence submitted to the Parish Council from both internal and external sources – The meeting agreed that it would review all information received from internal and external sources and would examine it in light of the following:

Had information been passed over in any manner?

Is there another explanation of this which does not involve the Parish Council?

Are there any lessons to be learned from this?

CONFIDENTIAL DISCUSSION FOLLOWED

the meeting agreed that upon reviewing all of the data supplied, from internal and external sources, it was difficult to understand how Thurston Parish Council was involved and that advice given to the Parish Council was that it had no bearing or relation to the Parish Council and should be regarded as a private matter.

- b) To consider whether, in light of evidence above, there has been a valid information security incident and the circumstances of that incident –

CONFIDENTIAL MATTERS DISCUSSED

it was agreed that the Committee could not find evidence of a valid information security incident having taken place.

- c) To take further appropriate action if required with regards to escalation and notification – not relevant given the comments above.
- d) To carry out, if warranted, a review of the Council's Information Security Incident Policy – it was agreed that amendments should be considered to the Council's Social Media Policy and Electronic Communication and Social Media Policy. It was further agreed that the Media Policy be amended to reflect official use of media as opposed to personal. The meeting also agreed to the recommendation to Council that it considered the requirement for a more comprehensive Staff Handbook to be issued to all employees.

So approved at the meeting of 30th September 2020

- e) To review the Council's Data Protection Impact Assessment as reviewed in May 2020 – agreed that amendments should be made to the assessment should be carried out with regards to Email Folders and Email Address book to cover the Clerk's Annual Leave and External Hard-Drive vis-à-vis the practice followed during COVID-19 restrictions.
 - f) Members to ask questions of the clerk if appropriate – there were no further questions asked.
4. There being no further business to transact, the Chairman closed the meeting at 17.39pm.