**Minutes of Extraordinary Committee meeting held at Over Haddon Village Hall on Tuesday 10th April 2018 at 7.30pm.**

Present: Helen Head (Chair); Dick Foxon (Treasurer); Trish Renshaw (Minutes secretary); Martin Chresta (I/C Maintenance); Caroline Jones; Zena Hawley; Jen Foxon; Jill Beckett; Helen Almond; Bernie Almond; Stephen Miller; Roger Truscott

Apologies: Christine Chresta

**Purpose**

The meeting was held to discuss the implications of GDPR, to agree an OHVHMC Data Protection Policy, and to agree guidance notes for trustees/committee members.

**Introduction**

The Chair stressed how important it is that committee members understand the changes which will be inevitable as a result of the new GDPR.

The sub committee of Dick Foxon, Zena Hawley, Caroline Jones and Trish Renshaw repeated that everyone has to be aware of the implications outlined in the information sheet from ACRE already distributed to members.

The draft Data Protection Policy and Guidance notes for Trustees, also already sent to members, had been formulated from guidance notes and a sample policy, again obtained from ACRE.

**Update**

Caroline Jones reported that she had been in touch with Helena Stubbs at RAD to seek clarification re: confusion between encryption and password protection, and the issue of data protection and social media. She was told that password protection was sufficient, but that there are not yet any definitive answers re: data sharing and social media. It is an ongoing policy which will continue to be reviewed.

**Decisions and proposed Actions**

After considerable discussion, the following actions were agreed;

* The word ‘encryption’ should be deleted from the guidance notes. Proposed: Dick Foxon; Seconded: Trish Renshaw
* The words ‘and malware security’ to be added to the guidance notes. Proposed: Helen Head; Seconded: Zena Hawley
* Members to ensure that they use a personal email for Village Hall matters. Access to work addresses and computers is not advisable.
* Transference of data on retirement of members needs to be considered further. At the moment there is no guidance available from RAD on this.
* It would be advisable/helpful to add a statement/privacy notice to the Terms and Conditions, and on the website. Proposed: Dick Foxon; Seconded: Bernie Almond
* The consent statement to be removed from our Policy as it is not considered necessary. We only ever use data for the purposes of managing the hall.
* The Data Protection Policy will be part of the Agenda for the AGM.
* The Guidance Notes will need to be signed by all Trustees at the AGM.
* Sub-committees/groups must be made aware that they are also governed by the new regulations.
* Minutes of meetings are to be retained as a record within the organization, but limited to 12 months between AGMs. Trish Renshaw to check those of the last 12 months and report back to the committee.

The Chair thanked members for their attendance and contributions.

The meeting closed at 8.30p.m.