



## North Hinksey Parish Council



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### Minutes of a Meeting of the Communications Committee held on Thursday 3rd February 2022 at 7pm in the Seacourt Hall and via video conference

**Present:** Cllr Lorna Berrett (Chairman), Cllrs Dowie, Kay and Potter. Absent Cllr Church.

**In attendance:** Mrs L Morrison Allsopp (Clerk) and Maureen Chaffe (External Data Protection Officer) for her presentation.

There was 1 member of the public present.

1. **Apologies for Absence:** There were none.
2. **Declarations of Interest in Items on the Agenda:** There were none.
3. **Questions from Members of the Public:** There were none.
4. **Communications** - implications of Process2Matters November report

At Chairman's request this item moved from Item 8 in the Agenda.

Presentation from Maureen Chaffe on her GDPR report with emphasis on the Communication aspects.

Council needs full suite of policies in place particularly for Data Breaches.

Parish Clerk Laptop needs to be encrypted, to ensure security of data held on it.

Parish Clerk Laptop needs to have a software business licence, presently personal, which is illegal.

Parish Councillors need secure Parish Councillor emails to ensure security of Parish Council Data. Makes it easier to identify a Data Breach or Hacking Incident and take action on it. Nasty emails received on a personal account cannot be dealt with, but with a Microsoft Account they can be blocked.

The Data Protection Officer recommends the Parish Council move to Office 365 Business and Sharepoint, with a Business Licence and a Teams front end. It does exactly what parish councils need. All information is in a bubble that belongs to Parish Council. Remote control to ensure security. This would allow closure of the Drop Box Account. A lot of Dropbox information is stored in USA, which breaches the General Data Protection Regulations (GDPR).

Present Website does not allow Data Subject Access Requests to be made easily. Freedom of Information requests are easier using Sharepoint. Need to remove paper documents and have a plan in place to archive them.

Need a privacy impact assessment at start of any new projects, to be presented to Council or Committee. E.g. use of MailChimp to distribute a newsletter. To allow understanding of what the implications might be.

1. Does it meet with objectives.
2. Does it meet your Standing Orders.
3. Are you insured to do it.
4. Does it impact on your asset management.

Good way to get thoughts in order.

All Councillors and Staff must be trained in data protection (as per the ICO website) and cyber security refreshed annually, with annual review of policies. This impresses Information Commissioner's Office (ICO). If accidental mistakes lead to a data breach, it demonstrates that a Parish takes GDPR seriously. This is more about reputation than being fined.

Question and Answer session followed.

Move to 365 would allow an outlook email account for each councillors and would transfer the gov.uk account.

Web Site reaching capacity – Cloud storage has more capacity.

Need Office 365 Commercial package for the Clerk's laptop.

Dropbox used for public documents. Use of Office 365 would allow Clerk to keep everything in one place. DPO demonstrated the use of Sharepoint as an alternative.

Teams front end will allow Councillor access to their documents. DPO demonstrated, folders can be restricted to ensure confidentiality, when it is required e.g. personnel documents.

The Council email account needs to have an address for every Councillor. With training in place for everyone. Controls in place for email either one person in house or an outside provider.

**DPO asked to update the November quote. Clerk asked to contact District Council to find out who provide their GDPR training.**

Need to encrypt Clerk Laptop with bit locker, remote management system and have correct commercial licences this needs to be a requirement.

Cllr Berrett proposed Move to Microsoft 365 with a Commercial version, Sharepoint and Teams and GDPR Training. Laptop encryption using BitLocker.

**Recommendation from this Committee that action is taken**

**Proposed, seconded and unanimously agreed recommendation to Parish Council**

**Move to Microsoft 365, SharePoint and Teams with emails for Councillors.**

**Parish Council laptop is encrypted.**

**Councillor GDPR training.**

Send DPO public agenda for Parish Meeting. **Action.**

DPO left the meeting.

5. **Website and social media update** – previously circulated.
6. **Sprout schedule from March 2022:** move to Parish Council Meeting.

7. **Annual Parish Meeting:** agree how to - in person / Zoom / hybrid meeting.

Hybrid Meeting issues last time on voting to ensure people were North Hinksey Parishioners.  
Can be decided later.

8. **Annual Newsletter:** to agree schedule and discuss e-newsletter option using Mailchimp – Proposal that Cllr Berrett contact all Parish Councillors and ask them to submit content for the Newsletter by the 15<sup>th</sup> of February to be discussed at the Parish Council Meeting. Proposed seconded and agreed unanimously.

9. **Any other information:** There was none.

10. **Date of next scheduled meeting:** Thursday 12<sup>th</sup> May 2022 at 7pm

The meeting closed at 19.59.

DRAFT