



BUNGAY TOWN COUNCIL

Governance & Policies Sub Committee



Minutes of the Governance & Policies Sub Committee Meeting held on Thursday 25th February 2021 at 6.00 pm.

As permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 this meeting was conducted “online.

Town Council Members:

Cllr. K. Lodge (KL) Chair, Cllr. R. Marshall (RM) Deputy Chair,
Cllr. S. Collins (SC), Cllr. D. O’Neill (DO’N), Cllr. B. Prior (BP)

Also present:

J. Burton, (JB) Clerk/ RFO Bungay Town Council.

G&P 026 2020/2021 Apologies for Absence: To receive any apologies for absence

Apologies were received from SC and RM- **Noted.**

G&P 027 2020/2021 Declaration of Interest & Requests for Dispensations: Councillors to declare any Pecuniary or Non-Pecuniary Interests. Notwithstanding this item, Members may subsequently declare an interest at any point in the meeting.

There were no declarations of interest or requests for dispensations from the Town Councillors present at the meeting - **Noted.**

G&P 028 2020/2021 Public Forum: Members of the public are invited to give their views on issues on this agenda, or raise issues for future consideration, at the discretion of the Chairman, for no more than 15 minutes. Members of the public may not take part in the Committee meeting itself.

No members of the public were present at the meeting. – **Noted**

G&P 029 2020/2021 Minutes of the previous meeting: To approve the minutes of the Governance & Policies Sub-Committee Meeting held on 14th January 2021 – for consideration.

It was proposed by DO’N, seconded by BP, and RESOLVED that the minutes of the Governance & Policies Sub- Committee Meeting held on 14th January 2021 were a true and accurate account of the meeting and these minutes to be signed off by the Chair (KL).

For	3
Against	0
Abstain	0

G&P 030 2020/2021 Terms of Reference amendment – for Consideration.

It was proposed by BP, seconded by KL, and RESOLVED that the Terms of Reference for this Sub-Committee be amended to add that the Chair can sign off all Policies (including Standing Orders and Financial Regulations) approved by the Governance & Policies Sub – Committee on behalf of Bungay Town Council. (See attached amended Terms of Reference).

Signed _____

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Date _____



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For	2
Against	1
Abstain	0

G&P 031 **Resources Committee Minutes - 4th February 2021 – for consideration.**
2020/2021 • **Lone Worker Policy**

It was proposed by DO’N, seconded by KL, and **RESOLVED** that the Lone Worker Policy be amended by JB to add ‘Good Practice for Home Working’ and to bring this amended Policy to the next G&P sub- committee meeting for sign off.

For	3
Against	0
Abstain	0

G&P 032 **IT Security & User Password Policy – for consideration.**
2020/2021

It was proposed by DO’N, seconded by BP, and **RESOLVED** that JB prepares a ‘ Good Practice Guideline ’ for IT Security & User Passwords and to bring this to the next G&P sub- committee meeting for sign off.

For	3
Against	0
Abstain	0

G&P 033 **To review Bungay Town Council Standing Orders – for consideration.**
2020/2021

It was proposed by DO’N, seconded by BP, and **RESOLVED** that this item be deferred to the Governance & Policies Sub- Committee meeting to be held on 25th March 2021.

For	3
Against	0
Abstain	0

G&P 034 **To review Bungay Town Council CCTV Policy - for consideration.**
2020/2021

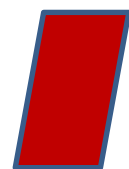
It was proposed by DO’N, seconded by KL, and **RESOLVED** that the existing CCTV Policy be amended to reflect the installation of the new cameras at the Staithe and the attached agreed policy be signed off by the Chair.

For	3
Against	0
Abstain	0



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G&P 035 To review Bungay Town Council Privacy Policy – for consideration.
2020/2021

It was proposed by DO’N, seconded by KL, and **RESOLVED** that the attached agreed Privacy Policy be signed off by the Chair.

For	3
Against	0
Abstain	0

G&P 036 Date of next Meeting – 25th March 2021 - for information.
2020/2021

The meeting closed at 6.59 pm

Minutes Dated: 26th February 2021

Jeremy Burton
Clerk to Bungay Town Council,
1a, Broad Street, Bungay NR35 1EE
clerk@bungaytowncouncil.gov.uk

Governance & Policies Sub - Committee

Terms of Reference (Amended 25th February 2021)

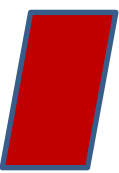
- All members of this committee are town councillors and have an equal vote unless there is a split decision where the chair has the casting vote.
- The Committee will meet regularly to debate and discuss items such as the following
 - Review and recommendations of approval of Governance documents such as Standing Orders, Financial Regulations, Model Publications and Risk Analysis, donations policy.
 - To ensure that Council is fully compliant to the latest legislation with regular reviews of policies.
- The Governance & Policies Sub – Committee Chair can sign off all Polices and Governance documents approved by this Sub – Committee on behalf of Bungay Town Council.

Signed by Chair:

Adopted Date:

Signed _____

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Date _____



CCTV Policy

Introduction

Bungay Town Centre has installed and maintains a Town Centre CCTV to assist with the following purposes and to help provide a safe and secure environment for the residents of the Town:

- Crime prevention and detection
- Public Safety
- Traffic Management

The Town Council complies with the Information Commissioner's Office (ICO) CCTV Code of Practice to ensure that it is used responsibly and safeguards both trust and confidence in its continued use. The use of the CCTV system will be conducted in a professional, ethical and legal manner and any diversion of the use of CCTV security technologies for other purposes is prohibited by this policy.

The Town Council will have due regard to the Data Protection Act 1998, the General Data Protection Regulation (GDPR).

The Town Clerk is responsible for the overall management and operation of the CCTV system.

Equipment

Cameras are sited to cover public areas within the Town centre and the Staithe area i.e. open spaces, pavements and roadways.

The CCTV system is operational 24 hours a day, but images are not viewed unless specifically requested.

All images recorded by the CCTV equipment remain the property and copyright of Bungay Town Council.

Cameras have been sited so that they only capture images relevant to the purposes for which they are installed, and care taken to ensure that reasonable privacy expectations are not violated.

The Town Council complies with the Information Commissioner's Office (ICO) CCTV Code of Practice to ensure that it is used responsibly and safeguards both trust and confidence in its continued use.

A Data Protection Impact Assessment on the surveillance Camera System within the Town Centre has been completed.

Recorded Images

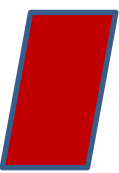
The CCTV system is owned and operated by Bungay Town Council.

The CCTV monitor is in the Town Council Offices, 1a Broad Street, Bungay. NR251EE.



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Unless required for evidential purposes, the investigation of an offence or as required by law, CCTV images will be retained for no longer than 30 days from the date of recording. Images will be automatically overwritten after this point.

Access to Images

The Town Clerk & Assistant Clerk are the authorised operators of the system and are the only staff that can access the images and who are aware of the procedures that need to be followed when accessing the recorded images. All operators are aware of their responsibilities under the CCTV Code of Practice. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images. Except for law enforcement bodies (i.e. Police) images will not be provided to third parties and any requests for images must be made in writing to the Clerk.

Signed _____

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Date _____



General Privacy Policy

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by Bungay Town Council which is the data controller for your data.

Other data controllers the council works with:

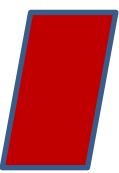
- Other local authorities
- Community groups
- Charities
- Other not for profit entities
- Contractors/Suppliers

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

The council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.



How we use sensitive personal data

- We may process sensitive personal data including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;



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- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:



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When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1) The right to access personal data we hold on you

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2) The right to correct and update the personal data we hold on you

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3) The right to have your personal data erased

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4) The right to object to processing of your personal data or to restrict it to certain purposes only

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5) The right to data portability

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

7) The right to lodge a complaint with the Information Commissioner's Office.

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

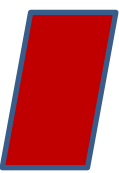
Signed _____

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Date _____



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We keep this Privacy Notice under regular review and we will place any updates on the website www.bungay.onesuffolk.net/huntingfield-parish-council

This Notice was last updated in July 2018.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Bungay Town Council

Email: townclerk@bungaytowncouncil.gov.uk

Adopted by _____ Date _____

Signed _____

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Date _____