

# **RATTLESDEN PARISH COUNCIL**

## **Report to the Ordinary Meeting of 25 July 2017**

### **Agenda Item 5: Parish Clerk's Report**

**Internal Audit:** I have now met again with Graham Reid who has completed the internal audit of the Council for 2016-2017. I am pleased to be able to report that he found no problems of any kind and, accordingly, the Annual Return 2016-2017 has been forwarded to BDO LLP as external auditors. However, he still wishes to meet with myself, the Chairman and Finance Councillor to review matters and also has still to forward his formal report for the attention of all councillors.

**General Data Protection Regulation (GDPR):** This comes into force on 25 May 2018 and the Council has a range of actions that will need to be put in place ahead of its implementation. These include:

- ◆ ensuring that councillors are aware of the changes;
- ◆ auditing and documenting the personal data held by the Council - encompassing its acquisition and use;
- ◆ compiling and providing privacy notices;
- ◆ reviewing how consents are sought, recorded and managed; and
- ◆ appointing a Data Protection Officer.

I will aim to provide for what is needed by the end of the year (at the latest) and then to present matters to the Council for potential adoption.