


## GDPR Implementation Project

### Board Meeting Minutes

<b>Date:</b> 05/06/2017	<b>Time:</b> 15:00-16:00	<b>Agenda:</b>  20170605 - Project Board Agenda - FINA	<b>Pages:</b> 1	
<b>Participants:</b> Scott Sammons (ScS) Margaret Lee (ML) David Wilde (DW) Peter Tanton (PTa) Angela Hutchings (AH) Sharon Harrington (SH) Tony Clissold (TC) Lauri Almond (LA)  <b>Apologies:</b> Peter Turner (PTu) Helen Lincoln (HL) Andrew Spice (AS) Gillian Furlong (GF) Steve Ede (SE)	<b>Minutes:</b> ScS welcomed the group and updated them on the progress of open actions. Currently only 1 open action remains regarding third party risks. This is currently being progresses. PTa raised a question around the legal status (under GDPR) of maintained schools. The current understanding is that the Board of Governors for maintained schools would need to oversee and be responsible for GDPR compliance. However as ECC offers staffing we can offer support and guidance. This will require monitoring and further investigation as implementation of GDPR in UK law approaches.  The Board were walked through the highlight report and were happy with the new format. Additional fields have been asked for with regards to revised completion dates and supporting notes on the impact of any revisions.  With regards to work stream 10, the Board have asked that while work cannot begin until the UK law has been outlined can the board see an overview of worst case timings and resources needed to deliver the work stream.  The Board accepted the budget critical path and proposal for culture change within ECC. Now that work is beginning on business operations the project team have asked the Board for assistance in finding a suitable senior person from Social Care to attend the Board meetings. ML agreed to take this action forward and begin discussions.			
<b>Decisions:</b>				
<b>Ref</b>	<b>Decision</b>	<b>Status</b>		
<b>Actions:</b>				
<b>Ref</b>	<b>Action</b>	<b>Allocated to</b>	<b>Date logged</b>	<b>Date Due</b>
BA-07	Additional fields on revised implementation date and notes to the highlight report.	ScS	05/06/2017	Next Board meeting
BA-08	Outline resources and time needed (worst case) for work stream 10 in the highlight report until the work stream can begin work.	ScS	05/06/2017	Next Board meeting

BA-09	Determine a suitable senior representative from Social Care to input in to the Project Board.	ML	05/06/2017	Next Board meeting
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