

**Notes and Actions from GDPR meeting on Tuesday 11 February 2020,
Forthbank Stadium, Stirling**

Present: Jill Franks (Chair), Gareth Davies (Falkirk Football Foundation), Vicki Wyse (Fife Sports and Leisure Trust), Gail Girdas (Fife Sports and Leisure Trust), Diane Gaffney (Live Active Leisure), Amy Finn (Active Stirling), Kirsty Cumming (Community Leisure UK)

Apologies: Jane Clark (Falkirk Community Trust), Scott Simpson (East Renfrewshire Culture & Leisure)

		Actions
1.	Welcome and introductions JF welcomed everyone to the first meeting of the group. Round table introductions were given.	
2.	Recap on the remit and purpose of the group Following the conference call on a GDPR Group in November 2019, the remit of the group is primarily as a support network, to share learning and best practice. There is an option for the group to invite other partners to attend and/or present as appropriate at future meetings.	
3.	Open discussion session Round table summaries were given of the GDPR position in each of the trusts. Some of the key challenges were: <ul style="list-style-type: none"> • awareness of GDPR across the organisation, particularly marketing where there is a need to have evidence of consent. • CCTV – issue of whether cameras belong to trust or local authority, and therefore who is the data processor • Use of third party contracts where the GDPR responsibilities are not explicitly stated • Tagging individuals in images, particularly when asked to delete images of a specific individual – how to identify and locate these. • Sharing data with NGBs where data must be anonymised for GDPR purposes, but requests from NGBs for personal information to track individuals. • Subjective opinion of DPO may differ from another DPO. • Agreements needed with suppliers to ensure that systems are adequately protected and GDPR compliant • Gladstone: no option to restrict access for different levels of staff – GDPR risk. Limited user controls. <p>DF stated that Live Active Leisure had employed Thorntons to do an audit, which showed most areas as amber.</p> <p>AF stated that in terms of forms, Active Stirling has changed their eform format to be similar to the CIMSPA risk assessment to make it easier and more familiar for managers.</p> <p><u>Training</u></p>	<p>DF to share training details</p> <p>Community Leisure to look at liaising with Gladstone on behalf of members</p>

	<p>DF did an online practitioner course consisting of 14 modules which over 2 years.</p> <p>AF did a face to face practitioner course, which was very useful. AF has since delivered a full day training for senior management and half a day for other staff. Almost all staff within the organisation are handling data in some form so needs to be understanding and training across all staff.</p> <p><u>Data Protection Officer</u> FSLT has an external DPO, while GD, JF, AF and DF are the DPOs for their respective organisations.</p> <p><u>Questionnaire</u> Active Stirling uses Zoho software to create a questionnaire which all area managers are sent and they are responsible for submitting the information which the DPO then checks. Once completed the DPO receives a notification email (with a pdf copy attached) and all submissions can be extracted as a csv file.</p>	<p>done</p> <p>AF to share questionnaire</p>
<p>4.</p>	<p>Next meeting date and agenda items It was agreed that quarterly meetings would be suitable for the group.</p> <p>The next meeting will be on Tuesday 19 May in Perth.</p> <p>Agenda items to include: CCTV and Police Requests Document retention Protecting children FOI</p> <p>Ask people to come prepared with thoughts on topics.</p>	
<p>5.</p>	<p>AOB The ICO has published some recent information on Brexit.</p> <p>The Fieldfisher and DLA Piper GDPR apps were recommended.</p>	