

Agenda item 7

For decision – Re-approval of chapters in the constitution:

- 13. Access to information policy
- 14. Information policy
- 15. Publication Scheme
- 16. Information retention and disposal policy
- 17. Data Protection Policy
- 18. General Data Protection Regulation Privacy Information

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I have reviewed the above current chapters of the constitution to ensure that they are up to date and provide the correct information. There are no significant amendments required at this time and I have listed below the minor changes proposed:

Chapter	Update
13. Access to information policy	Page 6. Line 2, remove 'that'.
14. Information policy	Page 3. Item 3. Last line, change date to March 2022. Item 4. Remove all reference to faxes and add emails after 'marketing calls' 2 nd para, remove first sentence entirely relating to faxes.
15. Publication Scheme	Page 5. Add 'email to methods of distribution for 'Assets Register and Disclosure log.'
16. Information retention and disposal policy	Page 3. Item 5.3, 'for recycling disposal'
17. Data Protection Policy	No changes
18. General Data Protection Regulation Privacy Information	Page 3, item 2. point g. additions to service providers: Wiltshire Council and Access Personal Checking Services for DBS checks Coomber Security for CCTV Leave Planner for staff absence management Zoom.us for online meetings & webinars

All of these chapters are available upon request.

Recommendation

Approve and adopt the chapters listed above.