

<<C
(Company nu
TED
tration No.>>)

Minutes of a meeting of the
“Company”) held at <<Location>

<<Company Name>> Limited (the
e>>).

PRESENT	POSITION
	<<Director>>
	<<[Director]>>
	<<[Director] [Secretary]>>
[IN ATTENDANCE:]	
[APOLOGIES FOR ABSENCE RECEIVED FROM:]	

1. CHAIRMAN

It was resolved that <<Name>> as chairman of the Company and
<<Name>> took the chair of the

2. NOTICE AND QUORUM

The chairman reported that suf
quorum was present. The chair
ing had been duly given and that a
eting was open.

3. DECLARATIONS OF IN

Each director present at the me
have any] direct or indirect inter
at the meeting which they were
2006 and the Company’s articles
ery] OR [confirmed that they did not
gements that were to be considered
section 177 of the Companies Act

4. BUSINESS OF THE ME

EU General Data Protection Rec

The chairman reported that the
the GDPR and approve the va
place to meet these requiremen
was to consider the requirements of
dures that the Company has put in
ered that:

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- a) from May 2018, the GDPR requires that the Company must ensure that all personal data is processed in accordance with the Data Protection Act 1998 and will affect all businesses that handle personal data;
 - b) there must be a lawful basis for the Company's collection and processing of personal data as set out in Article 6 of the GDPR;
 - c) the Company will be affected by the GDPR if it handles [the following] personal data [include relevant details];
 - d) the Company has undergone an external data protection audit and has established what personal data it holds, where it is held, how it is collected, where it is from, where it is stored, what it is being used for, who it is shared with, and how it is secured;
 - e) on the basis of this audit, the Company has implemented relevant data protection policies and procedures to ensure compliance with the requirements of the GDPR, specifically Article 5 of the GDPR which sets out the principles relating to the processing of personal data.

The Company recognises that the GDPR, a failure to protect personal data, could have serious consequences for the directors and the Company. The directors promote the success of the Company and the Company also face punishing fines, adverse publicity and reputational damage under the GDPR the senior management and the operation of that business's data protection effectiveness appropriately.

personal liability for directors under the GDPR will nevertheless have it may be considered a failure to Companies Act 2006. Companies may and criminal liability. In addition, under duty to know about the content and to oversee its implementation and

The Company acknowledged that the data under the GDPR must be processed in a way that organisations have a greater degree of control in place:

regime, that consent to processing the individuals concerned and that under the GDPR and has therefore put

- a) a GDPR compliant privacy policy;
- b) procedures to ensure the requirements are met, including <<include relevant details, procedures and/or controls>>;
- c) staff training for all individuals involved in handling personal data;
- d) the appointment of [a data protection officer] **OR** [<<insert details of relevant individual or their position responsible for ensuring compliance and awareness of data protection and the GDPR>>];
- e) [others].

5. DOCUMENTS PRODUCTION

There was produced to the Mee

compliant policies and procedures:

- a) [GDPR Data Protection P
- b) [GDPR Employee Data P
- c) [GDPR Data Retention P
- d) [Website Privacy Policy]
- e) [Data Breach Policy];
- f) [Privacy Policy]; and
- g) [Others].

6. RESOLUTIONS

After consideration of the matter in accordance with section 72(1) of the Companies Act 2006,
IT WAS RESOLVED to approve the following procedures.

7. CLOSE

There was no further business to be conducted. The Chairman declared that the meeting was closed.

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Chairman

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