

<<NAME OF CHARITABLE COMPANY>>
(Company number <<Company No.>>
(Charity registration number <<Charity No.>>)

<<WARRANTEE>> ("THE CHARITY")
(Company number <<Company No.>>
(Charity registration number <<Charity No.>>)

Minutes of a meeting of the <<Name of Charity>> are also the Charity Trustees of <<Name of Charity>> on <<Date>> at <<Time>>.

<<Name of Charity>> are also the Charity Trustees of <<Name of Charity>> on <<Date>> at <<Time>>.

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

1. CHAIRMAN

It was resolved that <<Name>> took the chair of the meeting.

<<Name>> Chairman of the Charity and <<Name>>

2. NOTICE AND QUORUM

The chairman reported that sufficient notice had been given and that a quorum was present. The chairman reported that the meeting was open.

<<Name>> reported that sufficient notice had been duly given and that a quorum was present. The chairman reported that the meeting was open.

3. DECLARATIONS OF INTEREST

Each Director (Charity Trustee) has declared any direct or indirect interest in the proposed arrangements that were to be disclosed by section 177 of the Companies Act 2006.

<<Name>> has declared any direct or indirect interest in the proposed arrangements that were to be disclosed by section 177 of the Companies Act 2006. <<Name>> has declared any direct or indirect interest in the proposed arrangements that were to be disclosed by section 177 of the Companies Act 2006.

4. BUSINESS OF THE MEETING

Data Protection Legislation

The chairman confirmed that when the Data Protection Legislation was introduced in the United Kingdom, it was intended to apply to all organisations in the United Kingdom.

<<Name>> confirmed that when the "Data Protection Legislation" was introduced in the United Kingdom, it was intended to apply to all organisations in the United Kingdom.

S A M P L E

Kingdom applicable to data protection law, but not limited to, the UK GDPR (the retained EU law version of the General Data Protection Regulation ((EU) 2016/679), as it forms part of the law of the United Kingdom (including Northern Ireland) by virtue of section 3 of the European Union (Withdrawal) Act 2018 (and regulations and other statutory instruments which are made under that Act) and the Privacy and Electronic Communications Regulations 2003.

ing, but not limited to, the UK Protection Regulation ((EU) 2016/679), as it forms part of the law of the United Kingdom (including Northern Ireland) by virtue of section 3 of the European Union (Withdrawal) Act 2018); the Data Protection Act 2018 (and regulations and other statutory instruments which are made under that Act) and the Privacy and Electronic Communications Regulations 2003.

The chairman reported that the Charity has put in place to meet the requirements of the Data Protection Legislation.

was to consider the requirements of the Data Protection Legislation and its policies and procedures that the Charity considered that:

- a) the Data Protection Legislation requires that personal data is processed lawfully, fairly and in a transparent manner in relation to the data subject;
- b) there must be a lawful basis for processing personal data under Article 6 of the UK GDPR;
- c) the Charity is affected by the Data Protection Legislation as it handles [the following] personal data [include relevant details];
- d) the Charity has undertaken a Data Protection Impact Assessment (DPIA) for the processing of personal data it holds, where this is required, and has established what personal data it holds, where this is required, where it is stored, what it is being used for, who it is shared with and how it is protected;
- e) on the basis of this audit, the Charity has in place relevant data protection policies and procedures to comply with the requirements of the Data Protection Legislation, specifically Article 5 of the UK GDPR, which sets out the core principles relating to the processing of personal data.

organisations that handle personal data, including the Charity, are required to ensure that they are processing and processing data as set out in the Data Protection Legislation as it handles [the following] personal data [include relevant details] and has established what personal data it holds, where this is required, where it is stored, what it is being used for, who it is shared with and how it is protected. The Charity has in place relevant data protection policies and procedures to comply with the requirements of the Data Protection Legislation, specifically Article 5 of the UK GDPR, which sets out the core principles relating to the processing of personal data.

The Charity recognises that whilst the directors of charitable companies limited by guarantee are not personally liable to protect personal data as required by the Data Protection Legislation, a failure to do so may nevertheless have consequences for the directors. The Charity recognises that a failure to promote the success of the Charity may also face punishing fines, and that business, charity or other organisation has a duty to know and understand the requirements of the Data Protection Legislation and to ensure that its policies and procedures are effective and implemented appropriately.

personal liability for directors (trustees) of charitable companies limited by guarantee under the Data Protection Legislation, a failure to do so may nevertheless have consequences for the directors. The Charity recognises that a failure to promote the success of the Charity may also face punishing fines, and that business, charity or other organisation has a duty to know and understand the requirements of the Data Protection Legislation and to ensure that its policies and procedures are effective and implemented appropriately.

The Charity acknowledges this and that business, charity or other organisation has a duty to know and understand the requirements of the Data Protection Legislation and to ensure that its policies and procedures are effective and implemented appropriately.

regime, that consent to processing of personal data is given by the individuals concerned and that the Charity has in place a greater degree of accountability and transparency in its policies and procedures put in place:

- a) a Data Protection Legislation requires that personal data is processed lawfully, fairly and in a transparent manner in relation to the data subject;
- b) the Charity has in place relevant data protection policies and procedures to ensure that its policies and procedures are effective and implemented appropriately;
- c) staff and volunteer training and awareness of the requirements of the Data Protection Legislation and the Charity's policies and procedures;

notice and privacy policy; the Charity has in place relevant data protection policies and procedures to ensure that its policies and procedures are effective and implemented appropriately; staff and volunteer training and awareness of the requirements of the Data Protection Legislation and the Charity's policies and procedures within the Charity handling personal data;

- d) the appointment of [a individual or their position] for the protection and the Data Protection Act 1998;
- e) [others].

OR [<<insert details of relevant compliance and awareness of data protection within the Charity; and

5. DOCUMENTS PRODUCED

There was produced to the Meeting the following Data Protection Legislation compliant policies and procedures:

the following Data Protection Legislation compliant

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

6. RESOLUTIONS

After consideration of the matter, IT WAS RESOLVED to approve

Section 72(1) of the Companies Act 2006, the following procedures.

7. CLOSE

There was no further business and the meeting was closed.

Chairman declared that the meeting was closed.

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Chairman

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