<-<NAME OF CHARITABLE CO (Company n (Charity registra

Minutes of a meeting of the

<<Charity Name>> (the "Charity

S

RANTEE>> ("THE CHARITY") ation No.>>) istration No.>>)

POSITION

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

RESE	NT			
I ATT	TEND	DAN	CE:]	
		RESENT		RESENT

[APOLOGIES FOR ABSENCE RECEIVED FROM:]

## 1. CHAIRMAN

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

# 2. NOTICE AND QUORUM

The chairman reported that suf quorum was present. The chairr

## 3. DECLARATIONS OF IN

Each Director (Charity Truste [confirmed that they did not arrangements that were to be disclose by section 177 of the C

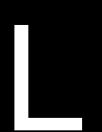
# 4. BUSINESS OF THE ME

#### **Data Protection Legislation**

The chairman confirmed that wh Legislation" that means all appli









<<Trustee/Director>>
</Trustee/Director>>
</Trustee/Director]
[Secretary]>>
</Trustee/Director]

<<Trustee/Director>>

irman of the Charity and <<Name>>

ting had been duly given and that a eting was open.

ting [disclosed in full every] **OR** indirect interest in the proposed eting which they were required to he Charity's Articles of Association.

s the "Data Protection from time to time in the United

PR Compliance.

Kingdom applicable to data prot GDPR (the retained EU law vers 2016/679), as it forms part of the Ireland by virtue of section 3 of t Protection Act 2018 (and regular Communications Regulations 20

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

- a) the Data Protection Leg data;
- b) there must be a lawful l under Article 6 of the UK
- the Charity is affected by personal data [<<include</li>
- the Charity has undertak data it holds, where this for, who it is shared with
- e) on the basis of this audit and procedures to comp specifically Article 5 of t processing of personal d

The Charity recognises that wh of charitable companies limited to protect personal data as requ consequences for the directors failure to promote the success o may also face punishing fines, under the Data Protection Legis organisation has a duty to know or other organisation's comp effectiveness appropriately.

The Charity acknowledges this data under the Data Protection and that business, charity or o under the Data Protection Legis

- a) a Data Protection Legisla
- b) procedures to ensure th details, procedures and/d
- c) staff and volunteer train data;















ng, but not limited to, the UK Protection Regulation ((EU) es, Scotland and Northern ndrawal) Act 2018); the Data and the Privacy and Electronic

was to consider the requirements of us policies and procedures that the Charity considered that:

organisations that handle personal

ing and processing data as set out

sislation as it handles [the following]

it and has established what personal ere it is stored, what it is being used

ace relevant data protection policies of the Data Protection Legislation, s the core principles relating to the

sonal liability for directors (trustees) Data Protection Legislation, a failure on Legislation will nevertheless have ularly that it may be considered a 72 Companies Act 2006. Companies vil and criminal liability. In addition, ement of a business, charity or other peration of that business' or charity's oversee its implementation and

regime, that consent to processing y given by the individuals concerned a greater degree of accountability but in place:

otice and privacy policy;

e met, including <<include relevant

ithin the Charity handling personal

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PR Compliance.

- the appointment of [a individual or their posi protection and the Data I
- e) [others].

### 5. DOCUMENTS PRODUC

There was produced to the M policies and procedures:

- a) [Data Protection Policy];
- b) [Employee Data Protecti
- c) [Volunteer Data Protection
- 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

#### 7. CLOSE

Chairman

There was no further business closed.

.....



**OR** [<<insert details of relevant mpliance and awareness of data hin the Charity; and

ta Protection Legislation compliant

72(1) of the Companies Act 2006, rocedures.

an declared that the meeting was

PR Compliance.