

To receive a report on GDPR compliance and consider any actions and associated expenditure.

Report to: Personnel Committee

Date of Report: 18.07.25

Officer Writing the Report: Office Manager / Assistant to the Town Clerk

Pursuant to: [Personnel held on 29.05.25 Minute nr. 26/25/26](#)

Officers Recommendations

To approve a virement of £1,500 from budget code 6701 ST PE EMF Staff Recruitment to 6662 ST PE HR Professional Fees for the appointment of Company A to conduct a comprehensive GDPR audit and to provide ongoing annual Data Protection Officer services.

Report Summary

Neighbouring Town Councils were contacted to understand how they conduct Data Protection Audits and manage responsibilities related to the role of a Data Protection Officer.

Following a recommendation from Callington Town Council, a quote has been obtained covering both aspects.

- **GDPR Audit** – a one-off audit of all data protection areas to record activity – this is a one-off service which takes a couple of days to complete.
- **Data Protection Officer (DPO)** – this mainly involves providing advice on DP issues, support with developing policy etc. This service is ongoing and can be renewed annually.

Please refer to **Appendix A** for an overview of the DPO role. While this version was originally written in 2018 and may not fully reflect updates under the UK GDPR regulations, it serves as a useful example of the role's responsibilities.

How Does This Meet the Business Plan?

Strategic Priority 1 – Boosting Jobs and Economic Prosperity – To continue to be a good employer and invest in officer growth by supporting relevant professional development – The Office Manager / Assistant to the Town Clerk will work closely with the appointed consultant to ensure full compliance with GDPR legislation, while also further developing their knowledge and skills in this area.

Budget Overview

Budget Availability: £8,945

Budget Code: 6662 ST PE HR Professional Fees

Committed Spend: £8,194.50 (Bright HR, HRSC and DBS Certificates)

Given the committed costs for the 2025/26 financial year, it is recommended that any future expenditure related to recruitment, should members agree to outsource the shortlisting process, be allocated to the following budget code.

Budget Availability: £14,675

Budget Code: 6701 ST PE EMF Staff Recruitment

Committed Spend: £0

Quotes Provided

- Company A: GDPR Audit £750
- Company A: DPO Annual Service £750

Quote attached as **Appendix B**

Financial Regulations/ Procurement Threshold

Does this project meet the procurement threshold?

No

- Where the value is between £500 and £3,000 excluding VAT, the RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

It has been challenging to source this type of service, and the quote received is considered to offer good value for money with a neighbouring Council's recommendation.

Signature of Officer:

Office Manager / Assistant to the Town Clerk