

GDPR WORKING GROUP

TERMS OF REFERENCE

1.0 Introduction

1.1 Further to the workshop held in October, it was recognised that an industry wide approach to some elements of GDPR would be advisable, and as such a Working Group (the "Group") would be formed to discuss and agree such approaches with the intention of agreeing industry wide responses.

1.2 In addition, it is recognised that the sharing of ideas, thoughts and best practices for individual consideration is an opportunity.

[1.3 Any updates or amendments to these terms of reference must be approved by the Group.](#)

2.0 Purpose

2.1 To provide visibility and support to the GDPR implementation plans for organisations [who are parties to the Data Services Contract.](#)

2.2 To develop action plans [and](#) assign responsibilities and to track these and any interdependencies.

2.3 To consult with representatives of other organisations on GDPR, Data Privacy and Information Security related issues.

2.4 To review drafts of relevant policies and supporting documentation [where appropriate.](#)

2.5 To approve new or changed relevant policies or approaches [deemed required by the Group in order to agree an industry wide position on relevant elements of GDPR.](#)

2.6 To review any relevant associated risks / issues arising from GDPR and [suggest](#) appropriate mitigations strategies are adopted.

2.7 To review emerging Data Privacy related laws and regulations and assess any impacts.

3.0 Representation

3.1 The Group will normally be chaired by ~~xxxx~~. In the absence of the nominated Chair at a meeting, the members present shall elect one of themselves to act as a temporary chairman for the meeting.

3.2 Xoserve will act as secretary at the meetings.

3.3 The Group will comprise of, DCS managers ~~or other nominated individuals~~ with appropriate experience and expertise on behalf of their businesses, and Xoserve representation. The representatives will be expected to raise any business related GDPR issues as appropriate. ~~.~~

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3.4 The appointed representatives will nominate alternates with delegated authority where necessary.

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3.5 When appropriate for the agenda of specific meetings, the Group will invite additional representatives.

3.6 The quorum level for each meeting will be at least 4 members. one of which will be a representative from Xoserve.

3.7 Attendance at meetings may be by telephone or by any other form of communication equipment provided members present are able to hear each other and a member may if they so wish, address all of the other meeting participants simultaneously.

4.0 Frequency of Meetings

4.1 The normal frequency of meetings will be once a month to be reviewed and increased as required.

4.2 The Group may appoint sub-groups to work on specific issues as an alternative to holding more frequent meetings of the full Group.

4.3 Meeting dates, where possible will normally be scheduled at least 1 month in advance to ensure availability of representatives and meeting rooms. Shorter notice will be given where necessary or appropriate to do so.

5.0 Authority

5.1 Any issues/ discussions dealt with at meetings will be recorded in the meeting notes. This will be restricted to brief 'points of agreement' and actions.

5.2 The representatives will deemed to have authority to approve relevant actions on behalf of their organisations.

5.3 Approval of any decisions to be implemented will be given by a majority vote of representatives in attendance at any given meeting.

5.3 Whilst the intention of the Group is to agree and implement industry wide responses in relation to a variety of GDPR matters, no individual organisation shall be bound or forced to accept any recommendations, points of agreement or other responses if they do not wish to do so.

6.0 Group Records

6.1 The following records will be retained for audit purposes:

- i. Any meeting notes which contain points of agreement and actions;
- iii. Formal Group recommendations; and
- iv. Any documents formally approved by the Group.

6.2 Documents, points of agreement and related paperwork will be kept for 2 years, with a review being undertaken by Xoserve prior to deletion.