

**ACTIONS FROM THE MEETING HELD ON 28 JANUARY 2020**

| Action   | Description   | Status and last updated   | Contact Officer          |
|----------|---|---|--------------------------|
| Action 1 | That the Data Protection Officer reviews and updates the wording on the Council website with regards to retention of data, to ensure that it encompasses the additional days that data is retained on backups.<br><br>(Minute 29) | Email circulated to the Committee on 10.3.20 advising:<br><br>The Data Protection Officer advises that retention periods have been reviewed and where recorded have been amended appropriately to encompass the additional days that data is retained on backups. | Martin Goodman Ext. 7245 |