***PPN Secretariat Special Meeting***

***21st April 2018***

***Venue: Buvinda House***

**Attendees:** Keith Mulvey (Chair), Ronan Murtagh, Bernard Kenny, Andy Ogle, Karen Mahon, Liam Foster, Garret O’Brien, William Brennan.

**Apologies:** Marjan Boers, Teresa Stack, Michael Gunn

**Officials:** Catherina O’Rourke (PPN Support Officer)

Barry Lynch, Fiona Fallon (In attendance for signing only)

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| **Item** | **Discussion / Action** |
| **1.** | **Signing of Memorandum of Understanding:** Members of the Secretariat and Meath County Council Officials Barry Lynch and Fiona Fallon signed off on the MoU. It was noted that a lot of work had been put in to the completion of the MoU and the Secretariat members were complimented on this. |
| **2.** | **Plenary:** Catherina circulated the draft programme for the plenary on 16th May. Catherina will include the changes and re-circulate.  |
| **3.** | **Data Protection:** Keith Mulvey gave an outline of the General Data Protection Regulations to take effect from May 25th. Keith presented a draft policy document to the Secretariat for input. **Outcomes from the discussion:*** Secretariat members agreed to delete all personal data on members held by them for the purpose of the PPN. Data will be held and managed centrally through the Resource Worker.
* The Secretariat agreed that Keith Mulvey would be the Data Protection Liaison for the Secretariat. A process will be put in place with Meath County Council to manage any GDPR queries coming in re: the Public Participation Network
* Groups should be advised to set up generic email addresses rather than using their personal emails for contact.
* Signing in sheets for events should only include the name of the group and a space for signatures.
* The website notice should be updated in line with GDPR requirements.
* Keith will update the draft with the input from the Secretariat members and circulate.
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| **4.** | **Any other business:*** William will put together a memo that will be circulated to the Public Participation Network members outlining the benefits of being a legally established entity.
* Catherina will circulate the details for the plenary to include tasks on the evening.
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