



JERSEY DATA PROTECTION AUTHORITY (JDPA)

**Meeting No. 29 of the JDPA Held at 5 Castle Street, St Helier, Jersey, JE2 3BT
on 29 May 2024, 09:05 – 11:49 (The Meeting)**

MINUTES

Attendees:

JDPA Members (collectively The Authority):

Jacob Kohnstamm (JK) – JDPA Chair
Stephen Bolinger (SB)
Paul Breitbarth (PB)
Elizabeth Denham (ED)
Helen Hatton (HH)
Gailina Liew (GL)
Paul Routier (PR)
Paul Vane (PV) – Information Commissioner (non-voting)

Invitees:

Anne King (AK) – Operations Director, JOIC

Apologies:

None

JDPA Secretary:

Angela Marshall (AM)

1.0 Call to Order

The JDPA Chair called The Meeting to order.

APPROVAL

The Meeting Agenda was **Approved** by the Authority.

Business of the Meeting

Introductions

The Chair opened the Meeting, welcomed the Attendees and introductions took place.

1.1 Declarations of Interest

The Chair asked the Meeting Attendees if there were any new Declarations of Interest to note with it being confirmed that there were no new Decelerations of Interest.

2 Items for Approval

2.1 Review and Approval of Minutes

The draft Minutes of Meeting No. 27 of 01 March 2024 and Meeting No. 28 of 27 March 2024 (the Draft Minutes) had been circulated to the Meeting Attendees for review prior to the Meeting being held.

After due thought and consideration, the Draft Minutes were approved.

APPROVAL: The draft Minutes of Meeting No. 27 of 01 March 2024 and Meeting No.28 of 27 March 2024 were approved.

3 Board Governance, Operations and Procedures

3.1 Audit and Risk Committee

HH as Chair of the Audit and Risk Committee (ARC) gave an update to the Meeting on matters that ARC had discussed which included:

Q1 2024 Management Accounts

HH presented to the Meeting the JDPA Q1 Management Accounts to 31 March 2024 (the Q1 2024 Management Accounts) and proceeded to give an overview of same with the following being noted:

One of the main focuses on resources in Q1 2024 had been registration renewals.

The position of funding from the Government of Jersey (GoJ) in connection with the data protection fee is yet to be resolved and communications with GoJ in respect of same remain ongoing. The knock-on effect of not receiving funding from GoJ continues to be of concern, impacts negatively on JPOIC's operating costs and presents challenges when trying to form resilient and considered financial plans.

The Meeting noted the contract of an independent contractor had been renewed based on the range and quality of the services provided. It was noted that although the renewal was an exceeding of the signatory threshold, the Authority supported the renewal of the contract and welcomed a formalisation of a contract renewal process going forward.

ARC is recommending the Q1 2024 Management Accounts to the Authority.

APPROVAL: The Q1 2024 Management Accounts were approved by the Authority.

3.4 Governance Committee

GL as Chair of the Governance Committee gave an update on matters that the Governance Committee had considered which included:

JDPA Chair Recruitment

By way of background information, in advance of the current Authority Chair vacating the position on 28 October 2024, work had begun in respect of the open recruitment process to seek a suitably qualified replacement in order to ensure Authority succession planning.

In light of a current member candidate, only a brief update on the JDPA Chair Recruitment was forthcoming. GL gave to the Meeting a progress report on the Chair recruitment along with an overview of how matters had progressed noting that it was anticipated that the recruitment process would be completed early to mid-July 2024. GL confirmed that further details would follow as was appropriate.

GL confirmed that the external assessment on the performance of the Authority that was required to take place every three years had been undertaken by external service provider CoSteer and that the findings would be reviewed and considered at a later date.



3.5 Remuneration and Human Resources Committee

PR as Chair of the Remuneration and Human Resources Committee (RHR Committee) noted that they were next scheduled to hold a meeting in July 2024 and there was nothing noteworthy to report in the interim.

4 Information Commissioner

PV as Information Commissioner gave an update to the Meeting on topics that he had been attending to which included:

4.1 Quarterly Report

PV presented to the Meeting the Information Commissioner's Quarterly Report, May 2024 (the Quarterly Report) and gave an overview of the same which touched on the business plan, executive and departmental priorities along with planned projects for the next three months.

PV highlighted that an external review of the JOIC Regulatory Policy (the External Policy Review) was planned and further details would be forthcoming.

The Authority considered the benefits of the External Policy Review being carried out and requested that upon completion, the external reviewer be invited to present their findings to the Authority.

The 2024 – 2025 Business Plan was reviewed with the cornerstones, aims and priorities being considered.

Grant/Fee Update

It is noted that the subject of funding had been touched upon under section 3.1, Q2 2024 Management Accounts of this Meeting.

PV reiterated that work continued on the proposed fee mode review, communications with GoJ were ongoing and updates would be forthcoming.

IT Controls

PV confirmed that in accordance with the delegated powers as set out in law, the Authority had delegated the responsibility of IT controls and oversight to the Information Commissioner. It is further confirmed that robust controls, policies and procedures are firmly established and in place to effectively oversee the systems and data.

4.2 Global Privacy Assembly Conference 2024

An update on how plans for the Global Privacy Assembly Conference that is scheduled to take place in Jersey, end of October 2024 (the GPA Conference 2024) was progressing was given by PV. The Meeting also considered the timetable of events, content, the operational side to the GPA Conference 2024 and delegate numbers.

10:55 – Meeting break

11:10 – Meeting recommenced

4.3 – Compliance and Enforcement - Case Review

11:10: A JOIC Compliance and Enforcement Manager and Caseworker joined the Meeting and presented an overview of a current, ongoing case by way of example of type of cases that were being received.

11:26: The JOIC Compliance and Enforcement Manager and Caseworker left the Meeting.

5 Any Other Business

Discussion took place regarding the JOIC on-line Toolkits with a request being made that they include an element of scenario-based guidance and it was confirmed that this would be considered at time of JOIC website update.



Authority Meeting Dates were considered with it being agreed that AM would co-ordinate dates for Authority meetings second half 2024.

ACTION: AM to co-ordinate dates for Authority meetings second half 2024.

The Meeting ended at 11:49

The Authority held an in-camera session.

A handwritten signature in blue ink, appearing to be 'JK', written over a horizontal line.

Jacob Kohnstamm

Chair

For and on behalf of: JDP A