



JERSEY DATA PROTECTION AUTHORITY (JDPA)

**Meeting No. 36 of the JDPA Held at 5 Castle Street, St Helier, Jersey, JE2 3BT
on 12 November 2025, 10:57 – 13:58 (The Meeting)**

MINUTES

Attendees:

JDPA Members (collectively The Authority):

Elizabeth Denham (ED) – JDPA Chair
Stephen Bolinger (SB)
Paul Breitbarth (PB)
Tom Noel (TN)
Paul Routier (PR)
Paul Vane (PV) – Information Commissioner (non-voting)

Invitees:

Anne King (AK) – Operations Director, JOIC

Apologies:

Claire Le Brun (CLeB) - Finance Director, JOIC

JDPA Secretary:

Angela Marshall (AM)

1.0 Call to Order

The JDPA Chair called The Meeting to order.

APPROVAL

The Authority reviewed and approved the Meeting Agenda.

Business of the Meeting

Introductions

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

The JDPA Chair noted that the Meeting was quorate.

The JDPA Chair gave a brief overview of the Meeting content.



1.1 Declarations of Interest

The JDPA Chair asked the Meeting Attendees if there were any new declarations of interest to note with PR confirming he had resigned his position as Governor of Jersey Mencap, effective from 10 November 2025.

AM confirmed the Conflicts of Interest Register would be updated accordingly.

There were no further new declarations of interest to note.

2 Items for Approval

2.1 Review and Approval of Minutes

The draft Minutes of Meeting No.35 of 20 August 2025 (the Draft Minutes) had been circulated to the Meeting Attendees for review prior to the Meeting being held.

The Meeting reviewed the Draft Minutes and after consideration were subsequently approved.

Approval: The Draft Minutes of Meeting No.35 of 20 August 2025 were approved by the Authority.

3 Board Governance, Operations and Procedures

3.1 Audit and Risk Committee

AM noted for the records that TN was the appointed Chair of the Audit and Risk Committee (ARC) effective from 20 October 2025.

TN as chair of the ARC Committee confirmed that an ARC meeting had taken place 29 October 2025 and proceeded to give an update on the matters that ARC had discussed which included:

3.2 Q3 2025 Management Accounts

TN presented to the Meeting the draft JDPA Q3 Management Accounts to 30 September 2025 (the Q3 2025 Management Accounts) and gave an overview of same with the following being noted:

In line with the reduction of funding for 2025 from Government of Jersey (GoJ), a carefully maintained approach to finances had been applied with cost controls continuing to be maintained across the operating budget to ensure spending remains aligned with planned deliverables for the year and strategic priorities.

The Q3 2025 Management Accounts indicate a surplus which is primarily attributed to unbudgeted fees generated through the on-going registration project, underspends within the staffing budget and the adoption of a highly prudent expenditure strategy. Underspends in other areas include consultancy, repairs, maintenance and contractor costs.

Whilst being mindful of managing funds responsibly, it is also acknowledged that there is a need to continue with staff development, equipment updates and compliance matters to ensure JOIC remains current as a regulator.

It was noted that post the GPA conference held in Jersey 2024, after reconciling all expenses related to the event, there was a balance remaining of £3,161.25 (the Balance Remaining).

In line with the GPA permitted allocation of funds ARC is recommending that the Balance Remaining be used to offset costs of the Information Commissioner's delivering messaging, attending the GPA 2025 conference ensuring full utilisation of the Balance Remaining by end of year end 2025.

APPROVAL: The Authority approved the use of the Balance Remaining to be offset against costs of the Information Commissioner's delivering messaging and attendance at the GPA 2025 Conference. 

ARC is recommending the Q3 2025 Management Accounts to the Authority.

Approval: The Q3 2025 Management Accounts were approved by the Authority.

3.4 Budget 2026

TN presented to the Meeting the draft Budget Report 2026 (the Budget Report 2026) and proceeded to give an overview of same with the following being noted:

The purpose of the Budget Report 2026 is to support the delivery of the new Strategic Plan and includes a planned deficit. To offset the planned deficit it is intended to use a portion of the funds from reserves if required to invest in operational activities that will strengthen JOIC for the future whilst continuing to implement and support the day-to-day business activities, operations and the overall running of the JDPa organisation.

The Meeting undertook a collective review of the Budget Report 2026, assessing its overall effectiveness and practical viability.

ARC is recommending the Budget Report 2026 to the Authority with a view to re-visit, assess and enhance areas as may be required at a later stage if required.

Approval: The Budget Report 2026 was approved by the Authority.

Terms of Reference

TN referred to the draft ARC Terms of Reference (the ARC Terms of Reference) and raised a query on if the ARC committee should consist of three Members.

The Meeting noted that ARC is a sub-committee of the Authority and if needed, other Authority members can be brought in to assist the ARC Committee on an ad-hoc basis if required.

The Authority concluded that the ARC Committee should consist of a minimum of two Committee Members for ARC Meetings to be quorate.

3.8 Governance, Remuneration and Human Resources Committee

PR as chair of the Governance, Remuneration and Human Resources Committee (G, R & HR) confirmed that the G, R & HR Committee had held a meeting on 05 November 2025 and proceeded to give an update on the matters that had been considered which included:

Effectiveness Review

11:40 AK left the Meeting.

PR reminded the Meeting that an internal JDPa Effectiveness Review (the JDPa Internal Effectiveness Review) was due to take place and provided an overview of what this would entail.

11:50 AK returned to the Meeting

AK directed the meeting to a supporting paper that outlined the process and guidance in carrying out both internal and external JDPa Effectiveness Reviews which was considered by the Meeting.

The JDPa noted that they were supportive of the JDPa Internal Effectiveness Review and concluded that they were in favour of it being undertaken before end of first quarter 2026.



RPI Jersey / Pay Awards

PR informed that the G, R & HR Committee had considered the annual pay awards of JOIC Staff salaries. After considering a range of factors, the G, R & HR Committee recommended a 3.8% cost of living salary increase be awarded, effective from 01 January 2026.

Consideration was given as to if the 2026 financial budget plan could sustain the recommended 3.8% cost of living salary increase to which it was confirmed that it was within budget parameters.

Approval: The Authority approved an increase of 3.8% to JOIC staff salaries with effect from 01 January 2026.

Terms of Reference

PV referred to the draft ARC Terms of Reference which were reviewed.

Approval: Following consideration, the Authority requested minor amendment to the draft ARC Terms of Reference and subsequently approved same and to be adopted by the ARC Committee.

PV went on to refer the Meeting to the draft G, R & HR Terms of Reference which were reviewed.

Approval: Following consideration, the Authority requested minor amendment to the draft G, R & HR Terms of Reference and subsequently approved same and to be adopted by the G, R & HR Committee.

Conflicts of Interest

AK presented to the Meeting a Draft Conflicts of Interest Policy (the Draft Conflicts of Interest Policy) and explained that its aim was to provide an updated and a more robust framework for the JDPA.

The Meeting reviewed the draft Conflicts of Interest Policy and gave thought to the process of how any potential conflicts are and would continue to be managed.

Approval: After due thought and consideration, the Draft Conflicts of Interest Policy was approved by the Authority.

4 Information Commissioner

PV provided an update on a range of topics that he had been attending to which included:

4.2 Strategic Plan

PV presented an update on the Draft Strategic Plan, noting that its purpose is to establish a framework of aims and projects to be undertaken by JOIC over the next three years covering 2026 - 2028 (the Draft Strategic Plan) to run alongside the statutory regulatory work that JOIC undertakes.

PV highlighted the three principal themes of focus and the Meeting went on to consider the key components of the Draft Strategic Plan. Further discussion took place on how the Draft Strategic Plan, would be implemented and the potential benefits it could deliver. Minor amendment was requested with PV confirming he would attend to same and recirculate the updated Draft Strategic Plan for Authority consideration and approval.

4.1 Quarterly Report

PV noted that the Information Commissioner's Quarterly Report, November 2025 (the Quarterly Report) had been circulated to the Meeting for information and review. PV went on to give an overview of the Quarterly Report touching upon various content which included a recap and update of JOIC business plan deliverables, organisational development and on-line harms.



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.

PV went on to inform that the JOIC website is undergoing update and testing is in progress.

Meeting Break 12.30 – 13:05

Fee Model

PV gave an update on the alternative fee model project, outlining the progress to date as well as the forthcoming steps.

It was acknowledged that communications with GoJ regarding the alternative fee model are continuing and PV would provide further update at a later time.

13:25 SB left the Meeting.

4.1a Performance Measures

The Meeting considered performance data statistics and how improvements could be made in streamlining analysis and reporting. It was agreed that AK would look into refining data statistics information.

5 Any Other Business

JDPA Meetings 2026

The Meeting considered the frequency of JDPA Meetings to be held 2026, noting the need to accommodate the JDPA and JOIC day to day operational requirements. It was noted that five JDPA meetings over the course of 2026 were proposed and would be held through a combination of both in person meetings at JOIC Office and via video conferencing, taking into consideration attendees availability and the funding required to cover associated travel costs. It was also noted that the frequency of the planned JDPA Meetings for 2026 would be subject to change as circumstances or events may dictate (the Proposed JDPA Meetings 2026 Schedule).

Approval: The Authority considered the Proposed JDPA Meetings 2026 Schedule and approved same.

AM confirmed she would circulate dates for the JDPA Meetings 2026.

The Meeting ended at 13:58

The Authority held an in-camera session.



Elizabeth Denham, Chair
For and on behalf of: JDPA