JERSEY DATA PROTECTION AUTHORITY (JDPA)

Meeting No. 39 of the JDPA Held at 5 Castle Street, St Helier, Jersey, JE2 3BT on 18 May 2026, 09:00 – 12:10 (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
Claire Le Brun (CLeB) - Finance Director, JOIC

Apologies:

None

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.

ED

1.1 Declarations of Interest

The JDPA Chair asked the Meeting Attendees if there were any new declarations of interest to note with it being confirmed that there were no new declarations of interest.

The Meeting concluded that there were no conflicts of interest identified relevant to the Meeting.

2 Items for Approval

2.1 Review and Approval of Minutes

The draft Minutes of Meeting No.37 of 25 February 2026 (the Draft Minutes No. 37 of 25 February 2026) had been circulated to the Meeting Attendees for review prior to the Meeting being held.

The Meeting considered the Draft Minutes No. 37 of 25 February 2026 and after due thought were subsequently approved.

Approval: The Draft Minutes of Meeting No.37 of 25 February 2026 were approved by the Authority.

The draft Minutes of Meeting No.38 of 25 March 2026 (the Draft Minutes No. 38 of 25 March 2026) had been circulated to the Meeting Attendees for review prior to the Meeting being held.

The Meeting considered the Draft Minutes No. 38 of 25 March 2026 and after due thought were subsequently approved.

Approval: The Draft Minutes of Meeting No.38 of 25 March 2026 were approved by the Authority.

3 Board Governance, Operations and Procedures

3.1 Audit and Risk Committee

TN as chair of the Audit and Risk Committee (ARC) confirmed that an ARC meeting had taken place on 29 April 2026 and proceeded to give an update on the matters that ARC had discussed which included:

3.2 Q1 2026 Management Accounts

TN presented to the Meeting the draft JDPA Q1 Management Accounts to 31 March 2026 (the Q1 2026 Management Accounts) and gave an overview of same with the following being noted:

During Q1 expenditure had been aligned to the strategic priorities and business plan, ensuring resources are directed to areas of greatest impact. This balanced approach has supported delivery without unnecessary cost pressure.

The Q1 2026 Management Accounts reflected an overall positive variance. However, for 2026, it is not anticipated that the JDPA will receive the data protection grant from the Government of Jersey (GoJ). It remains important to maintain a prudent approach to expenditure and budgets will continue to be closely monitored.

ARC is recommending the Q1 2026 Management Accounts to the Authority.

Approval: The Q1 2026 Management Accounts were approved by the Authority.

TN informed that the Risk Management Policy had been considered including the application of risk matrix scoring and the circumstances in which matters should be referred to the JDPA.

It was noted that any risks identified as being significant are referred to the JDPA on an arising basis.

Following further discussion it was agreed that AK would update the risk matrix and that it be presented to the JDPA for review on an annual basis in Q2.

10:10 – Meeting adjourned

10:15 – Meeting resumed

3.4 Governance, Remuneration and Human Resources Committee

PR as chair of the Governance, Remuneration and Human Resources Committee (GR & HR Committee) advised that the GR & HR Committee had last met on 13 May 2026 and proceeded to give an update on the matters that had been discussed which included:

JDPA Effectiveness Review

PR referred to the internal JDPA Effectiveness Review 2026 Report (the JDPA Effectiveness Review Report) that had completed detailing that its purpose was to provide a comparative analysis of the JDPA, changes in demographic composition, qualifications, experience and sector expertise.

The results of the JDPA Effectiveness Review Report indicates a capable and effective governing body with strong commitment to the JDPA's statutory and strategic responsibilities and highlighted strong regulatory and significant expertise in data protection and privacy regulation, legal and regulatory governance, public policy, digital technologies and emerging regulatory issues, stakeholder engagement and international perspectives.

When considering potential development areas, financial oversite was highlighted as a weaker area within the self assessment results with capability appearing unevenly across the JDPA. The JDPA Effectiveness Review Report also suggested opportunities to strengthen commercial and business sector expertise.

It was agreed that an invitation be extended to Jersey Finance to request they provide an overview of Jersey's financial sector to the JDPA.

Action: AK to invite Jersey Finance to provide an overview to the JDPA of Jersey's finance sector.

JDPA Succession Planning

PR noted that the terms of engagement for several JDPA Voting Members were due to conclude in 2027 and highlighted that consideration should therefore be given to succession planning to ensure continuity.

It was further noted that in accordance with the Data Protection Authority (Jersey) Law 2018, a JDPA Voting Member is eligible for reappointment up to a maximum cumulative period of service of nine years.

PR further noted that his term as a voting member of the JDPA will complete on 01 February 2027 and as he would be leaving his post at the end of the term, a vacancy would be created.

It was further noted that SB and PB's terms as voting members of the JDPA would complete on 30 April 2027 with SB and PB confirming their willingness to serve further as voting Members of the JDPA, subject to reappointment.

It was agreed that that in order to ensure continuity of the JDPA, appropriate successions planning should be undertaken.

Action: Succession planning to be implemented to ensure continuity of the JDPA.

4 Information Commissioner

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

4.1 Quarterly Report

PV noted that the Information Commissioner's Quarterly Report, May 2026 (the Quarterly Report) had been circulated to the Meeting for review. PV went on to give an overview of the Quarterly Report touching upon various content which included a recap and update of JOIC's business plan deliverables and organisational developments.

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.

Fee Model

PV provided an update on the alternative fee model project, outlining progress made to date, confirming all known actions required at this stage had been undertaken and that we await update from the GOJ. It was further noted that it was not anticipated that the alternative fee model project would progress until post the GOJ June 2026 general election.

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

Complaints

The Meeting considered the process by which complaints are generally received, the various types of complaints and which (external) sectors they are connected with along with the procedures used to manage them. The Meeting also discussed target timeframes for investigating and resolving complaints along with obstacles which can cause delays.

PV went on to note that work was being undertaken to help streamline the process of handling incoming cases and closures.

It was further noted that a review of all JOIC working templates associated with complaint handling, amicable resolution and inquiries was scheduled to take place in Q2.

Service Level Complaints and Second Review of Service Level Complaint

The Meeting noted that in the event of a service level complaint being received, the JDPA remains separate and independent from JOIC and is the appropriate body to undertake review.

The Meeting considered the current process for receiving, management and determination of service level complaints and second review requests, including opportunities to strengthen and improve the existing process.

Following discussion and further consideration, it was agreed that the internal handling of service level complaints and second review requests be revised to establish a more robust and resilient internal process. This process should define roles and responsibilities for those involved in managing the complaints, ensuring appropriate oversite and tracking mechanisms are in place along with adhering to timescales as set out in the JDPA's Service Complaints Policy.

It was further agreed that the suite of templates be expanded to include the standardisation, submission and processing of service level complaints and second review requests for Authority use.

Action: AK to develop a standardised template for use by the Authority when responding to second review requests.

5 Any Other Business

None

The Meeting ended at 12:10

Elizabeth Denham, Chair
For and on behalf of: JDPA