

<p>Timekeeper: Kara</p> <p>Matters Arising:</p> <p>All actions have been completed</p>	
<p>Agenda items:</p>	<p>Action Points</p>
<p>Agenda items:</p> <p>2017/2018 end of year financial decisions</p> <p>Treasurer ran through the end of year financial position. We already budget to send £500 to other service bodies during the course of the year but we have a surplus of £5,720 this year due to not having undertaken any major projects last year, which after taking running costs into account leaves £4,314 that could also be passed along.</p> <p><u>The meeting moves to send £3,750 in the agreed percentages to OAGB, R9 and WSO.</u></p> <p>Moved by: Treasurer Seconded: Recording Secretary</p> <p>Motion adopted (Unanimous)</p> <p>General Data Protection Regulations (GDPR)</p> <p>Lucy (GDPR Committee Chair) explained the new legislation coming into force on May 25th and that the following new policies and policy amendments have been prepared by the GDPR Committee in order for the IG to comply fully with these new regulations.</p> <ul style="list-style-type: none"> • Privacy Policy - required to outline the IG commitment to protecting personal data coming into OA <p>Note that the IG Chair will be the named person to contact for anyone making a “subject access request” (enquiring what personal data is being held about them).</p> <p>Query about “automated decision making” (p3 of document)but this is not applicable to OA</p> <p>IG sign in sheet will have include a statement regarding why we are collecting the data and what we are doing with it. Discussion re: how long to keep details for group reps if we do not see/hear from them. Suggestion that as we have a lot to get through, we vote on the document as it is and bring amendments to the next meeting. Q- Does this area need a dedicated person to deal with it? A- Committee has been doing exactly that.</p> <p><u>The meeting moves to adopt the Privacy Policy for inclusion in the SEEIG Policy Manual</u></p> <p>Moved by: GDPR Committee</p> <p>Motion adopted (12 yes, 1 abstention)</p> <ul style="list-style-type: none"> • Information Security Policy- required guideline on secure storage of personal data <p>Initial note that there is a discrepancy between the GDPR guidelines to groups and this policy regarding the photographing of personal data like contact/“we care” lists. Agreed to delete the line “Photographing the pages should not be allowed”</p> <p>Suggestion that a Fact Sheet be provided for Officers on terms like “Encryption” of mobile phones etc as some may not understand their obligations or how to fulfil them.</p> <p><u>The meeting moves to adopt the Information Security Policy for inclusion in the SEEIG Policy Manual</u></p> <p>Moved by: GDPR Committee</p> <p>Motion adopted (unanimous)</p> <ul style="list-style-type: none"> • Website Policy - protecting personal data on our website <p>Q. regarding part 5- what public sources of data are being referred to? A. oa.org site.</p> <p>Q. What about directing people from our website to another non-compliant site? A. No, we are not liable for that so can direct from our site but not scrape data to display on it.</p> <p>This means we can no longer produce and display PDF meeting lists as this data is gathered from oa.org and their site is not, at present, GDPR compliant.</p> <p><u>The meeting moves to adopt the Website Policy for inclusion in the SEEIG Policy Manual</u></p> <p>Moved by: GDPR Committee</p> <p>Motion adopted (unanimous)</p>	<p>Treasurer to send funds of £3,750 to OAGB, R9 and WSO in agreed percentages</p> <p>Exec. Sec. to add Privacy Policy to OASEE Policy Manual</p> <p>Exec. Sec. to add Information Security Policy to OASEE Policy Manual</p> <p>Exec.Sec. to add Website Policy to OASEE Policy Manual</p>
<p>Agenda items continued:</p>	<p>Action Points</p>

<p>• Anonymisation of IG meeting minutes Policy Amendment Presented. Some discussion over attendance records for meeting but Exec Sec will still gather that information via sign in sheet (with privacy statement on it) and store securely. <u>The meeting moves that SEEIG minute no longer contain personal contact details and simply refer to attendees by their first name and the meeting they represent.</u> Moved by: GDPR Committee Motion adopted (unanimous)</p> <p>• Officer Job Descriptions Policy Amendment Presented, no questions. <u>The meeting moves that SEEIG General Officer Job Descriptions be updated in the Policy Manual to ensure compliance with GDPR</u> Moved by: GDPR Committee Motion adopted (unanimous)</p> <p>• Website back-up service position creation Presented. Q. is this an Officer role? A. No <u>The meeting moves that a website back up service position be created</u> Moved by: GDPR Committee Motion adopted (unanimous)</p> <p>• GDPR Guidance for groups Presented. Q. Could we include a line to say “If you have any questions regarding this document please contact the Chair at chair@oasouthandeastengland.org.uk” ? A. Yes <u>The meeting moves that SEEIG adopt and distribute the “GDPR guidance for groups” document (with above addition) to all its groups</u> Moved by: GDPR Committee Motion adopted (unanimous)</p> <p>• GDPR wording for meetings document Presented. Q How can we communicate the importance of this and of having an IG rep so that we are even aware it exists (!) to our groups? A. Just try to explain to them that we will be breaking the law if we don’t comply and that would not be in line with the principles of our programme and the aim of our fellowship. Q. Can we have a simple doc on the website of implications and what we need to address? A. These documents will be displayed on the website, they are the simple form of the information <u>The meeting moves that SEEIG adopt and distribute the “GDPR wording for meetings” document to all its groups</u> Moved by: GDPR Committee Motion adopted (unanimous)</p> <p>• GDPR Data Protection Policy Presented. Q. Do we need to have better security because we have “sensitive” data (regarding people’s health, i.e. that they have an eating disorder) ? No, we are a non-profit membership group, but we do need to just bear it in mind. Officers and members may be processing data depending on the role they have for IG. Need to understand that a breach of policy has consequences, not just GDPR but the principle of anonymity. <u>The meeting moves to adopt the Data Protection Policy for inclusion in the SEEIG Policy Manual</u> Moved by: GDPR Committee Motion adopted (unanimous)</p>	<p>Exec.Sec to amend Policy Manual regarding meeting minutes with wording as per proposal.</p> <p>Exec.Sec to amend Policy Manual regarding Officer Job Descriptions as per proposal</p> <p>Web Officer to write job description for role to be brought to July IG meeting. Chair to add this to agenda.</p> <p>Chair to liaise with GDPR Committee chair to finalise GDPR Documents for Meetings before Exec.Sec distributes to all meeting contacts</p> <p>Exec.Sec. to add GDPR Data Protection Policy to OASEE Policy Manual</p>
<p><u>R9 Representative Officer vacancy</u> Chair presented vacancy details. Previous rep gave further information and encouraged application for the role. Darren put himself forward, seconded - Juliet. Darren gave his service & recovery history. Vote by ballot: Yes (unanimous)</p>	<p>Darren to register as OASEEIG Rep for R9 Assembly & Convention</p>
<p>Agenda items continued:</p>	<p>Action Points</p>

<p><u>Nation Assembly Delegate Officer vacancy</u> Chair presented vacancy details, previous officer gave further information and encouragement to apply for the role - No willing applicants</p> <p><u>R9 Assembly and Convention Committee Update</u> Committee last met on March 24th and has not scheduled a further meeting yet although in contact by email. Registration is now open and there are a limited number of spaces for the Convention (120 only) so early registration is encouraged. There is also very limited accommodation. On April 30th an email was sent out to all groups asking them to consider giving service by running a workshop or session at the convention. Respond by date (to registration2018@oaregion9.org) is June 1st.</p>	<p>Chair to add to July agenda</p>
<p>Officers' Reports: These appear in full in the meeting pack</p>	<p>Action Points</p>
<p>Chair: No questions Vice Chair: Position vacant, no questions Executive Secretary: Officer not present, query over accuracy of meeting listings. Some of those listed as needing support (Eg Hillingdon, Crouch End, Woodside Park) have actually closed, only one new meeting on a Sunday night in Borehamwood Treasurer: No questions Website Officer: Officer not present, no questions Newsletter Officer: Officer not present, no questions Telephone Officer: No questions National Assembly Delegate: No questions National Service Board Officer: No questions- OAGB needs officers as 3 of 4 due to stand down in the autumn. Chairs meeting in June in Manchester. Region 9 Rep: Position vacant, no questions World Service Delegate: Position vacant, no questions</p>	<p>Exec Committee to review meeting listings</p>
<p>AOB: None</p>	
<p>Meeting closed: 5pm with the Serenity Prayer</p>	
<p>Next meeting: Saturday July 7th 2018</p>	

Deadline for Officer reports: 15th June 2018 **Distribution of next agenda pack:** 23rd June 2018

Glossary: Common abbreviations used in our documents

AOB	Any other business	OASEE	OA South and East England
GSR	General Service Representative (same as IR)	OASEE IG	OA South and East England Intergroup
IG	Intergroup	PI	Public Information
IR	Intergroup Representative (same as GSR)	PO	Professional Outreach
MP	Meeting Pack	R9	Region 9 (Europe, Africa & Middle East)
MS	Meeting Summary	TSW	Twelfth Step Within
NSB	National Service Board	WSO	World Service Office
NA	National Assembly	WSBC	World Service Business Conference
OAGB	OA Great Britain		

Useful website links

www.oasouthandeastengland.org.uk (Our IG website)

www.oagb.org.uk (Our national website)

www.oa.org (The WSO website)