

Date: 3<sup>rd</sup> October 2018

Time: 18:30 – 20:00

Location: St John's Ambulance, St John's House, Memorial Road, Houndstone Business Park, Yeovil BA22 8WA

## Agenda

Serial	Item	Owner	Time
1	Introduction & apologies	SW	5 minutes
2	<p>Review of actions from last meeting:</p> <ul style="list-style-type: none"> <li>• Track night sign in forms to be data compliant</li> <li>• Consent forms for Argentan</li> <li>• Spreadsheets to be confidentially destroyed</li> <li>• Marshal request template</li> <li>• Mailchimp training for club sec</li> <li>• GDPR and data retention policy &amp; training</li> <li>• Subject access forms to be published</li> <li>• Brief summary of incorporation</li> </ul>	<p>PM</p> <p>PM/CT</p> <p>AH</p> <p>All RD's and CT</p> <p>CT</p> <p>CT</p> <p>CT</p> <p>CT</p>	60 minutes
3	Matters Arising		

