

FULL COUNCIL REPORT

Date Written	17 th April 2018
Report Author	Lisa Richards
Service Area	Information Governance
Exempt/Non Exempt	Non Exempt
Committee Date	2 nd May 2018

To: Mayor, Ladies and Gentlemen

Privacy Standard Policy and Supporting Policies

1.0 SUMMARY OF THE REPORT

- 1.1 The Privacy Standard Policy outlines how and why the Council will manage the General Data Protection Regulations (GDPR).
- 1.2 The Privacy Standards Policy details the standards expected to be abided by Council personnel as a result of the GDPR.
- 1.3 The Consent Policy outlines the procedure to be used by Council personnel when obtaining consent from an individual.
- 1.4 The Data Protection Breach Policy details what Council personnel should do if they become aware of a data protection breach.
- 1.5 The Subject Access Procedure will update and replace the current SAR Internal Procedure document to ensure that we remain compliant with the new access rights as imposed by the GDPR.
- 1.6 The Council has until the 25 May 2018 to ensure that we are compliant with the GDPR.

2.0 RECOMMENDATIONS THAT

- 2.1 The Privacy Standard Policy and supporting policies be approved, with immediate effect and for them to become fully operational policies as of the 25 May 2018.

3.0 INTRODUCTION AND BACKGROUND

- 3.1 For the purposes of this report and the supporting policies the term Council personnel includes all employees, workers, contractors, agency workers, consultants, directors, members and others.
- 3.2 On the 18 July 2016 a report was submitted to Full Council regarding our implementation responsibilities of the GDPR. It is essential for all Council personnel, including staff and Councillors, to understand how the changes in the data protection law will impact their day to day responsibilities.
- 3.3 The Privacy Standard Policy sets out how the Council will comply with our legal obligations imposed by the data protection laws. Additional policies have been created in order to assist Council personnel on an operational level. These supporting policies have been identified in the summary.
- 3.4 The Privacy Standards Policy is an umbrella policy which will operate as a high level document detailing the Council's compliance with the data protection laws. The subsequent policies offer practical guidance to staff which must be followed when personal data is being used.
- 3.5 The Information Governance Team shall develop, maintain, and publish processes to achieve compliance with the Privacy Standard Policy.
- 3.6 The Information Governance Team requests that Full Council agrees for the Privacy Standard Policy and supporting operational policies to be amended, deleted and relevant provisions added or substituted, as necessary by the Data Protection Officer in consultation with the Information Governance Forum and the Cabinet Member for Governance and Corporate Services. All amendments to the policies will be made in line with Information Commissioner's Office guidance, codes of practice and standards.
- 3.7 In the event of any update to the Privacy Standard Policy and supporting policies, the Information Governance Team will provide Full Council with an information report in relation to the update.

4.0 FINANCIAL IMPLICATION(S)

- 4.1 There are no financial implications connected to this report.

5.0 SINGLE INTEGRATED PLAN AND SUSTAINABILITY IMPACT SUMMARY

- 5.1 The Single Integrated Plan and Sustainability Impact Assessment has been completed and the proposals have no negative impact on all aspects of the Corporate Plan and Single Integrated Plan. No negative impacts have been identified.

6.0 EQUALITY IMPACT ASSESSMENT

6.1 An Equality Impact Assessment (EqIA) form has been prepared for the purpose of this report. It has been found that a full assessment is not required at this time. The form can be accessed on the Council's website/intranet via the 'Equality Impact Assessment' link.

GARETH CHAPMAN
CHIEF EXECUTIVE

COUNCILLOR ANDREW BARRY
CABINET MEMBER FOR GOVERNANCE
AND CORPORATE SERVICES

BACKGROUND PAPERS		
Title of Document(s)	Document(s) Date	Document Location
Privacy Standard Policy	05/03/2018	Information Governance Team
Fair Processing Policy	01/01/2018	Information Governance Team
Consent Policy	03/03/2018	Information Governance Team
Data Protection Breach Policy	16/04/2018	Information Governance Team
Subject Access Request Policy	16/04/2018	Information Governance Team
Does the report contain any issue that may impact the Council's Constitution?		No

Consultation has been undertaken with the Corporate Management Team in respect of each proposal(s) and recommendation(s) set out in this report.