

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Corporate Performance Panel		
DATE:	29 May 2024		
TITLE:	Data Protection Policy Review		
TYPE OF REPORT:	Cabinet report		
PORTFOLIO(S):	Leader		
REPORT AUTHOR:	Laura Botten		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
The report proposes the approval of a revised Data Protection Policy.
KEY ISSUES:
<p>The Council's Data Protection policy is overdue for review. An internal Audit conducted in August 2023 identified that the existing policy had not been reviewed since 2018.</p> <p>A light touch review was conducted by the Deputy SIRO in 2022 but the revised policy did not go through the formal Tier 1 policy approval process. The Information Governance Officer has since reviewed and enhanced the policy.</p> <p>If approved by Cabinet, the policy will be placed on the intranet and an all-staff email will inform officers and members of the updates and how to access the policy.</p>
OPTIONS CONSIDERED:
<p>Options are:</p> <ul style="list-style-type: none">A. Refresh the policy to bring it in line with Data Protection legislation, ICO guidance and best practice.B. Do not make any changes. This could increase the risk of non-compliance with Data Protection legislation and regulations and would demonstrate a failure to ensure appropriate arrangements are in place for the responsible and ethical handling of personal data.
RECOMMENDATIONS:
The Panel is invited to consider the report and comment to the Cabinet.
REASONS FOR RECOMMENDATIONS:
To enable Cabinet to consider any recommendations from CPP for the approval of the Data Protection Policy.