

RECOMMENDATIONS TO CABINET 11 JUNE 2024 FROM THE CORPORATE PERFORMANCE PANEL MEETING HELD ON 29 MAY 2024

CP9

CABINET REPORT - DATA PROTECTION POLICY REVIEW

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The Information Governance Officer presented the report which presented a revised Data Protection Policy which refreshed the policy to bring it in line with Data Protection Legislation, ICO guidance and best practice. The Corporate Performance Panel were being asked to consider the revised policy prior to it being presented to Cabinet.

The Chair thanked the Information Governance Officer for the report and invited questions and comments from the Panel, as summarised below.

- A review needed to be carried out every 2 years or when there was a legislative change.
- In relation to timings of FOI requests, for last year, overall, there had been 781 requests, which 71% were compliant, which meant that a response had been provided in 20 working days.
- What mechanisms were in place if a request for information had been submitted incorrectly and the information under one form or another as an FOI or SAR? In response it was explained that one piece of officer guidance which had been produced was an FOI / Data Protection request Guidance note which explained that any request did not have to be in writing, and it should be directed to the corporate mailbox which was monitored by the Corporate Governance Team and allocated appropriately.
- Would there be a link for Members rights to information and a SAR or FOI request. It was explained that Members could access information under Members Access Rights as well as through FOI and SAR. It was advised that prior to April 2023 the service was dealt with by Eastlaw, and now brought it in-house function so the process had been changed. If any Member had any requests or was struggling to get information they required to please email FOI or Data Protection. The understanding around the legislation came under the Corporate Governance Team as to who was entitled to what.

RESOLVED: That the Corporate Performance Panel support the revised Data Protection Policy for submission to Cabinet.