SUBJECT:	**INFORMATION MANAGEMENT UPDATE**
DIRECTORATE:	**CHIEF EXECUTIVE AND TOWN CLERK**
REPORT AUTHOR:	**MATT SMITH, BUSINESS DEVELOPMENT AND IT MANAGER**

1.   Purpose of Report

1.1.   To update Audit Committee on Information Management progress.

2.   Background

2.1.   In 2015 the Authority appointed a fixed term post of Information Governance Officer as a response to concerns regarding the risks surrounding management of information within the Authority.

2.2.   With the advent of General Data Protection Regulations (GDPR) in May 2018, and the requirement for a Data Protection Officer (DPO) to be identified, the post was changed to a new DPO role, and given extra responsibilities.

2.3.   Significant progress has been made including:

- o Developing new Information Governance Policies
- o Creating an Information Asset register
- o Assigning Information Asset Owner roles to a number of staff
- o Training (face-to-face) and electronic to staff and teams throughout the authority
- o Creation of Data Protection Impact Assessments

2.4.   However, there are still a number of areas that require further work to be completed:-

- o Ongoing review of contracts to ensure compliance with GDPR
- o Ongoing refresh of training
- o Creation of an Records of Processing Activities (ROPA) database from the corporate Information Asset Register
- o Retention and deletion of data to be rolled out and embedded

This is as outlined in previous update reports, particularly in the Action Plan.

2.5.   This list of activities in not exhaustive and continual review of systems, processes and policies is required. In addition, many reactive issues require attention, and due to the success of the awareness raising programme these have become more numerous. Also, services across the authority will be required to manage issues and information that are specific to the service areas.

2.6. In recognition of this additional work, the GDPR Group have considered how best to move forwards. It is thought the following would support the work programme:-

      a. An officer with the IT knowledge to build a database from the asset register, to ensure the data gathered to date is utilised and remains up to date. The database should allow Information Assets Owners (IAO's) to view and update their records easily and to build on their records to include information flows.

      b. An admin officer to assist in contacting all the suppliers necessary regarding varying contracts and monitoring/managing responses.

      c. In addition some extra resources from the Business Development IT (BDIT) team will be deployed to assist the DPO in order to alleviate some of the outstanding issues.

2.7. Since committee last considered these issues, further resources have been identified in Chief Executive's Business Administration and Legal and Democratic Services, along resources within the Business Development service as a whole which will be applied initially.

2.8. As work progresses, more information will become available and this will be reflected in the regular updates to this committee.

3. Strategic Priorities

3.1. <u>High Performing Services</u>

This work ensures that staff are high performing in their collection and processing of customer's data. It also assists to ensure that the Council is trusted to deliver the services, and ensures compliance.

4. Organisational Impacts

4.1. Finance (including whole life costs where applicable)

There are no financial implications arising from this report as the resources will come from existing budgets.

4.2. Legal Implications including Procurement Rules

There are no legal implications arising out of this report.

4.3. Equality, Diversity and Human Rights

The Public Sector Equality Duty means that the Council must consider all individuals when carrying out their day-to-day work, in shaping policy, delivering services and in relation to their own employees.

It requires that public bodies have due regard to the need to:

- o Eliminate discrimination
- o Advance equality of opportunity
- o Foster good relations between different people when carrying out

their activities

There is no impact arising from this report regarding these issues.

5. Recommendation

5.1. That Audit Committee note the report.

Is this a key decision?	No
Do the exempt information categories apply?	No
Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply?	No
How many appendices does the report contain?	None
List of Background Papers:	None

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