

<b>SUBJECT:</b>	<b>INFORMATION MANAGEMENT UPDATE</b>
<b>DIRECTORATE:</b>	<b>CHIEF EXECUTIVE AND TOWN CLERK</b>
<b>REPORT AUTHOR:</b>	<b>DATA PROTECTION OFFICER</b>

## 1. Purpose of Report

- 1.1 To update Audit Committee on the progress of the information management project and the implementation of the EU General Data Protection Regulation (GDPR).

## 2 GDPR Action Plan Progress

- 2.1 The GDPR Action Plan is attached at Appendix A.
- 2.2 The GDPR Group have been prioritising becoming compliant and completing the project prior to the GDPR coming into force on the 25 May 18. There is however a lot of work still to be done and ongoing actions, particularly in the following areas:-

### (a) Training

Action:

*Ongoing Data Protection training (Article 32 GDPR-testing effectiveness of organisational measures for security of processing) and ensure renewed every 2 years and non-completion followed up. Include member training. Implement ongoing training needs plan.*

There is a need to finalise the initial DP training however the ongoing training will be essential and needs to be programmed as to how this will be achieved, and will be made easier now Netconsent is in place. Initial training figures are approximately at 90% completion for all staff and rising. Given these figures include recent leavers and those on long term leave it is unlikely that 100% will be achievable.

### (b) Privacy Impact Assessments

Action:

*Data protection Privacy Impact Assessments- Article 35 of GDPR Introduces a formal Policy to require a DPIA. Conduct a DPIA for new systems that involve the processing of personal data, or significant changes to existing systems. Such DPIA's should be signed off at an appropriate level and implemented into project planning at the earliest stage.*

A DPIA process is now in place and has been integrated into the project management model. Various teams have completed these in respect of assessing how we process personal data before a project/piece of work, for example, a new IT system for Housing Solutions and processes for Universal Credit Support and Assistance.

In addition since GDPR came into force in May 18 these assessments are mandatory in particular circumstances including retrospectively for core systems processing large amounts of sensitive data. Assessments for existing systems are being undertaken in an applications review by Audit team with system owners.

(c) Contract review for GDPR clauses

Action:

*Contracts with Processors Article 28 identify contracts for review and ensure these and new contracts are GDPR proof. Joined up approach with Legal and Procurement*

Each contract for CLC which includes personal data needs to be reviewed and amended to comply with the GDPR. The DPO and the LDSM are finalising the standard clauses to be used and aim to contact all suppliers on behalf of contract managers and to vary the contracts. It is vital that we ensure that the contracts register is up to date so that we can ensure that all contracts are captured.

IAO's have been declaring all contracts and populating them into our contracts system along with the partnership register. This process is being overseen and signed off by AD's. The DPO and LDSM have also been responding to supplier's who have contacted CLC with their own contract variations. Given the volume of contracts this will be a long process.

(d) Record of Processing Activities

Action:

*Record of Processing Activities (ROPA) - Article 30 to be prepared based on the asset register to include data sharing details and legal basis for processing. ROPA database to be designed and implemented*

We have an asset register compiled by the DPO after extensive work with IAO's. This needs to be kept up to date by IAO's and this needs to include the legal basis for processing. The register does include a description of information being shared although this may need to be expanded upon in some areas. An IAO annual checklist for data protection will be issued shortly which includes their agreement to maintain their part of the register and continue to assess their information assets.

## (e) Individual Rights

Action:-

*Rectification, right to be forgotten, data portability- Articles 16-20.  
Document the review and weeding process for software systems storing personal data. This task should have an assigned owner and be monitored.  
Develop plan for 'weeding' of data as part of R&D work.*

The BDIT Manager continues to work on this area however solutions are complex, and options potentially expensive and resource intensive. IAO's should encourage their teams to review the information they hold in 'drives' and mailboxes and delete any unnecessary information. BDIT have been actively contacting IAO's to assist with implementation in IT systems and progress is being made.

## (f) Policies and procedures

Action:

*Draft a GDPR policies to be implemented and agreed before May 2018 to replace Data Protection Policy and Summary sheet. Obtain approval and issue to staff.*

A GDPR and DP policy was issued to all staff via Netconsent prior to the 25 May 18 which they were required to read and accept. All information management policies were reviewed in May 18 and following approval will be rolled out to staff.

The above actions are the ones which the IG/GDPR group would highlight as being the more complex ongoing actions where extensive resources are needed, particularly for the DPO and also time from all other staff involved to ensure we can achieve compliance.

## **3 AGS**

- 3.1 The AGS status for the Information Governance section is now amber, and all the work being undertaken for the implementation of the GDPR will be reviewed in due course to see whether the Council might improve this status.

## **4 Vision 2020**

- 4.1 The GDPR project is one of the Vision 2020 projects to be delivered in year 2018/19. The Working Group was meeting monthly prior to the 25<sup>th</sup> May 2018 to ensure that we were on target with our Project Plan for the implementation of GDPR. The DPO and IG Group continues to implement the Plan.

4.2

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.

## **5 Organisational Impacts**

### 5.1 Finance

Nothing relevant to this report.

### 5.2 Legal Implications

As outlined in the report.

## **6 Recommendation**

### 6.1 To note the report and provide comments on the action plan

**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?** 1

**List of Background Papers:** None

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