

ESSENTIAL REFERENCE PAPER 'A'

IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives (delete as appropriate):	People – Fair and accessible services for those that use them and opportunities for everyone to contribute This priority focuses on delivering strong services and seeking to enhance the quality of life, health and wellbeing, particularly for those who are vulnerable.
Consultation:	Human Resources, SMG and Unison have been consulted on the updating of the Handling Personal Data Policy – Policy Statement no 10 (Issue No. 2), formally covered by Policy No 10 Data Protection and Information Policy as this was primarily focussed on Human Resources considerations.
Legal:	The policy fulfils the organisational requirements set out in the Data Protection Act 1998 for a corporate policy covering all employees relating to the handling of personal data.
Financial:	None
Human Resource:	As detailed in the report.
Risk Management:	<p>The Council must have a clear policy for the handling of personal data that applies to all employees whilst undertaking their duties.</p> <p>The management of data protection risks within each service is embedded within the annual service planning process so that all heads of Service set out any mitigation in place to minimise any potential risks. This policy supports this by ensuring all employees understand their responsibilities in respect of compliance with the Data Protection Act.</p>
Health and wellbeing – issues and impacts:	None