

Overview and Scrutiny Committee

Bulletin Summary – Information Governance and Data Protection Annual Review

Overview - To provide an update on the:

- Access to Information (ATI) Policy;
- Data Breach (DB) Policy;
- Data Retention (DR) Policy;
- Data Protection (DP) Policy; and
- Surveillance Technologies (ST) Policy

Overview and Scrutiny Committee (O&S) at its meeting on 7 November 2023 agreed to receive a bulletin summary rather than a report, given the minor changes to the information governance and data protection policies.

The Council is required to have appropriate information governance and data protection policies in place to demonstrate its accountability under the UK GDPR and Access to Information legislation. The ATI, DB and DR policies were approved by Executive in 2021 and reviewed in 2022 with an update report taken to O&S on 21 May 2023.

The DP and ST policies were approved by Executive in 2022 and have been reviewed, alongside the policies above, as part of the annual policy review.

Some policies required minor changes and these have been set out below, apart from these amendments, the policies remain fit for purpose in all other regards.

The ATI Policy has been further summarised to make the policy more succinct and has been updated to reflect that the Council will consider contractual obligations when deciding whether to release information.

The DB Policy has had no changes made.

The DR Policy has had no changes made.

The DP Policy has been amended to reflect that all staff, and not only line managers, are responsible for ensuring that supplier data protection measures are to the same standard as is set out in the policy. It has also been updated to reference the Council's updated ICT User Policy.

The ST Register has been reviewed to update existing and note new surveillance assets. The ST Policy has had no other changes made.

Officers' observations / comments

It is important that the council continues to operate in accordance with information governance and data protection legislation to ensure that it can effectively manage financial and reputational risks associated with non-compliance with this legislation. Not regularly reporting on the council's information governance and data protection compliance would risk it slipping out of the consciousness of Members.

How the key issues could be approached / resolved /

To annually review these policies so that they do not become out of date and place the council in a position where it was potentially not meeting its legal obligations.

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