

# GENERAL DATA PROTECTION REGULATIONS UPDATE

## AGENDA ITEM No. 8

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**MEETING:**               **AUDIT AND G.D.P.R. SUB-COMMITTEE**

**DATE:**                   **23 OCTOBER 2019**

**REPORT BY:**           **MANAGEMENT TEAM**

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### **1.0 Purpose of the Report**

1.1 The purpose of the report is to provide Members with an update on progress in ensuring that the Council complies with the General Data Protection Regulation (GDPR) which came into effect on 25<sup>th</sup> May 2018.

### **2.0 Background to the Report**

2.1 The GDPR is in an update and refresh of the Data Protection Act but with many more obligations on anyone who is responsible for the collection, use and storage of personal data.

### **3.0 Current Situation**

3.1 Work is still on-going regarding the implement any information technology related recommendations from the initial assessment undertaken by EvolveNorth in order to have more robust electronic data storage and/or sharing arrangements in place.

3.2 Committee reports now include a section on GDPR and where necessary Privacy Impact Assessments are being completed, if required.

3.3 Data Protection statements are being included on any forms where personal data is being requested.

3.4 All staff are continuing to review paper and electronic files to minimise the amount of personal data stored.

3.5 There have been no data breaches since the last report.

### **4.0 Impact on Great Aycliffe Town Council.**

4.1 The implementation of a number of policies and procedures helps show we are complying with the GDPR requirements.

### **5.0 Policy Implications**

5.1 Conforms to assisting the delivery of the following council aims and targets.

*Aim 1 "To provide good quality governance and management of the Council".*

*Aim 2 "To manage the Council's finances and assets in a responsible manner".*

## **6.0 Staffing Implications**

6.1 None.

## **7.0 Financial Implications**

7.1 Work on GDPR is currently being undertaken by staff within their current roles. There may be some financial implications around the storage of electronic data but that will be reported to Council at the appropriate time.

## **8.0 Crime and Disorder Implications**

8.1 None.

## **9.0 Equal Opportunities Implications**

9.1 The Town Council must ensure that information on GDPR is made widely available and is easy to access, read and understand.

## **10.0 Environmental Implications**

10.1 None.

## **11.0 Risk Assessment**

11.1 It is not considered that the matters contained in this report pose a risk to health and safety of staff or to the financial or public standing of the Council to a degree that a risk assessment should be appended to this report.

## **12.0 General Data Protection Regulations (GDPR)**

12.1 Is any personal or sensitive data required for this proposal which may have any implications for GDPR?

**NO**

## **13.0 Recommendation**

13.1 It is recommended that Members:-

- consider and accept the report.