

GENERAL DATA PROTECTION REGULATIONS UPDATE

AGENDA ITEM No. 10

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

DATE: 10 JULY 2019

REPORT BY: MANAGEMENT TEAM

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 25th 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.

2.2 As a reminder the roles within the Town Council required by GDPR are:-

The **Data Controller** is the Town Council.

The **Data Information Officer** is Andrew Bailey, Town Clerk.

The **Information Risk Lead Officer(s)** are Chrissy Walton, Corporate & Policy Officer Dan Austin, Finance Manager.

An **Information Asset Owner** is usually the Section Manager – Judith Thexton, Steve Cooper, Lee Williams, Julie Gale, Marie Robinson and Christine Ryder as well as Andrew Bailey, Chrissy Walton and Dan Austin.

An **Information Processor** – anyone who processes personal data

Overseen by the **Information Commissioner's Office**.

(The Town Council is not required to have a **Data Protection Officer** at this time)

3.0 Current Situation

3.1 GDPR training has been undertaken by all staff and Members.

3.2 The Council's information technology support company; TSG, along with Management Team and the Corporate and Leisure Assistant are reviewing ways to implement any information technology related recommendations in order to have more robust electronic data storage and/or sharing arrangements in place.

3.3 Compliance with GDPR has been added to the Business Risk Register.

3.4 The Council have data breach investigation and reporting procedures in place and a record of any personal data breaches has been kept. This must be maintained regardless of whether they are required to be notified to the Information Commissioner's Office (ICO).

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.