



Committee and Date

Cabinet

23rd May 2018

DATA PROTECTION POLICY

Responsible Officer Claire Porter, Head of Legal & Democratic Services
e-mail: Claire.porter@shropshire.gov.uk Tel: 01743 252763

1. Summary

- 1.1 This report seeks Cabinet approval for a revised Data Protection Policy which takes account of new data protection legislation coming into effect on 25 May 2018.
- 1.2 The Policy sets out a framework for the Council to manage personal information in accordance with the new UK Data Protection Act 2018 legislation (which incorporates the EU General Data Protection Regulation (GDPR) and EU Law Enforcement Directive).
- 1.3 It supports the Council's Information Risk, Information Security and Records Management Policies in accordance with Local Public Services Data Handling Guidelines.

2. Recommendations

- a. Cabinet agree to the introduction of the revised Data Protection Policy to establish an effective framework for governing the Council's use of personal information.

REPORT

3. Risk Assessment and Opportunities Appraisal

- 3.1 The establishment of an effective framework to govern the Council's personal information will help enable it to use information with confidence in supporting service delivery, meet its compliance obligations and minimise the risk of loss, inappropriate access or disclosure of information.

3.2 Should the Council's information not be handled to appropriate standards there is potential risk for:

- inability to provide necessary services to our customers
- breach of legislation
- loss, inappropriate access to or disclosure of information

- hindrance to or loss of information assets or facilities
- reputational damage
- financial penalties

The policy affords the Council to put in place appropriate organisational and technical measures to help ensure the processing of personal data in relation to members of the public, staff and partners is conducted in accordance with the Data Protection Act 2018.

The risk of not having an appropriate policy in place would be that the Council is seen not to be taking the importance of privacy rights of individuals seriously.

4. Financial Implications

4.1 There are no direct financial implications as a result of introducing the policy. Indirect resource implications relate to ensuring staff undertake training relevant to their roles and that they follow Council policy and standards.

4.2 If measures are not in place to mitigate risks to an appropriate level there is the possibility of financial penalties being received.

5. Background

Good governance of personal information is vital for the Council to operate effectively. The information we hold is an asset. If we use it well it provides many opportunities as it helps to make our business more efficient, improves the services we offer and engenders trust to members of the public, business partners and staff.

List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information)
Cabinet Member (Portfolio Holder) Steve Charmley
Local Member All
Appendices Data Protection Policy