



## **REPORT OF THE LEADER OF THE COUNCIL**

### **UPDATE ON THE AUDIT BY THE INFORMATION COMMISSIONER'S OFFICE (ICO) AND THE REVISED INFORMATION MANAGEMENT AND DATA QUALITY AND DATA PROTECTION POLICIES**

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

1. To advise members of the progress made against the recommendations contained in the ICO's report of October 2015.
2. To present the updated Information Management and Data Quality Policy and Data protection Policy for approval.

#### **Information and Advice**

##### **ICO Audit**

3. Members will recall that the Information Commissioner's Office (ICO) undertook an audit in August 2015 which looked at how the Council meets its responsibilities regarding the management of personal information that it holds. The outcome of the audit together with an action plan was noted and approved by Policy Committee in December 2015.
4. This report updates members on the progress with the action plan as agreed at Policy Committee. Additionally, the report requests approval to revisions to existing Council policies. These amendments are recommended as a result of the comments made during the audit process.
5. The action plan agreed by Policy Committee in December is attached at **Appendix A** and has been updated to reflect progress achieved to date. Members will note that all items have now been completed.

##### **Changes to Policies**

6. The Information and Data Quality Policy, included at **Appendix B**, has been reviewed and updated to reflect the recommendations of the ICO audit. . In summary the role of Business

Intelligence Manager is introduced (as a result of the Council's new approach to business reporting) along with a requirement for refresher training to be undertaken every 2 years.

7. The data protection policy has also been reviewed and updated to reflect the recommendations of the ICO in relation to data sharing, the issue of privacy notices and the rights of individuals to access their records. This is included at **Appendix C**.

## **Other Options Considered**

8. None

## **Reason/s for Recommendation/s**

9. To update members on progress with the action plan following the ICO audit last year as required by Policy Committee.

## **Statutory and Policy Implications**

10. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **RECOMMENDATION/S**

- 1) That the progress made against the approved action plan following the ICO Audit be noted.
- 2) That the revised Information and Data Quality policy and the Data Protection policy are approved.

**Leader of the Council**  
**Councillor Alan Rhodes**

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## **Constitutional Comments (HD – 29/03/16)**

11. The recommendations within the report fall within the terms of reference for Policy Committee

## **Financial Comments (SES 05/04/16)**

12. There are no specific financial implications arising directly from this report.

## **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None

## **Electoral Division(s) and Member(s) Affected**

- 'All'