

meeting COUNTY COUNCIL

date 19<sup>th</sup> May 2011

agenda item number **16**

## **REPORT OF THE MONITORING OFFICER**

### **DATA PROTECTION ACT**

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

1. To consider the attached County Council Data Protection Act Policy (Policy) for approval.

#### **Information and Advice**

2. The Data Protection Act (DPA) places legal responsibilities on the County Council in relation to how it handles and stores personal information of individuals. It also gives individuals the right to know what information the Council holds about them.
3. At its meeting of 15 March 2011 the Council's Standards Committee considered an annual report regarding the Council's discharge of its duties under the DPA. To take account of recent developments in relation to DPA, the report proposed the adoption of a revised Policy by the Council.
4. The Committee reviewed the Policy and, subject to minor amendments, agreed to recommend it to the County Council for adoption. The Council's Corporate Leadership Team had previously reviewed and approved the Policy on 15 February 2011.
5. The Policy is attached to this Report as Appendix A.

#### **Statutory and Policy Implications**

6. This report has been compiled after consideration of implications in respect of finance, equal opportunities, personnel, crime and disorder and those using the service and where such implications are material they have been described in the text of the report.

#### **RECOMMENDATION**

7. That the Policy set out in Appendix A to this Report be approved for adoption by the County Council.

**JAYNE FRANCIS-WARD  
MONITORING OFFICER**

**Comments of the Service Director – Finance**

There are no specific financial implications arising from the report.  
(MB 04/05/11)

**Legal Services Comments (SG 09/05/2011)**

County Council is the appropriate body to consider the content of this report.

**Background Papers Available for Inspection**

The report to Standards Committee dated 15 March 2011 is published on the Council's website

[http://dominoapps.nottsc.gov.uk/apps/ce/memman/memman.nsf/FB66034FE3F145B58025760200582E5E/\\$file/4\\_Data%20Protection%20Act.pdf](http://dominoapps.nottsc.gov.uk/apps/ce/memman/memman.nsf/FB66034FE3F145B58025760200582E5E/$file/4_Data%20Protection%20Act.pdf),

[http://dominoapps.nottsc.gov.uk/apps/ce/memman/memman.nsf/FB66034FE3F145B58025760200582E5E/\\$file/4\\_Data%20Protection%20Act%20appx.pdf](http://dominoapps.nottsc.gov.uk/apps/ce/memman/memman.nsf/FB66034FE3F145B58025760200582E5E/$file/4_Data%20Protection%20Act%20appx.pdf)

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

All

**APPENDIX A**  
**DRAFT DATA PROTECTION POLICY**