

Arun District Council

REPORT TO:	Corporate Support Committee – 12 October 2023
SUBJECT:	Data Protection Policy Update
LEAD OFFICER:	Lindsey Reeves, Information Governance Manager
LEAD MEMBER:	Councillor Francis Oppler, Chair of Corporate Support
WARDS:	All
CORPORATE PRIORITY/POLICY CONTEXT/CORPORATE VISION: The adoption of an updated Policy will ensure that all data protection matters are processed and responded to in a consistent manner adhering to legislation, supporting the improvement of service delivery across the four Vision priorities.	
DIRECTORATE POLICY CONTEXT: An up-to-date Policy supports the aim to bring continuous Council-wide performance improvement via the Organisational Excellence directorate.	
FINANCIAL SUMMARY: There are no costs or other financial issues associated with the development, adoption, and operation of the updated Policy.	

1. PURPOSE OF REPORT

- 1.1. The purpose of this report is to recommend the adoption of an updated Data Protection Policy, which was due for cyclical update and noted in our Internal Audit.

2. RECOMMENDATIONS

- 2.1. It is recommended that the Corporate Support Committee adopts the revised Data Protection Policy as set out in the Appendix 1 to this report.

3. EXECUTIVE SUMMARY

- 3.1. The current Data Protection Policy was implemented in August 2020. During an internal audit of the Information Management function, it was noted that this was due for renewal, and included as a required action. The update considers key changes in legislation, such as the introduction of the UK GDPR.

4. DETAIL

- 4.1 Information Management received their Internal Audit report in December 2022. One of the required actions was to update the Data Protection Policy.
- 4.2 An updated draft version of the Data Protection Policy was created in June 2023, which was subsequently approved by the Data Protection Officer Solomon Agutu, and Group Head of Law & Governance Daniel Bainbridge.
- 4.3 In July 2023, the draft policy was circulated to SMT and comments were considered and applied where appropriate.
- 4.4 The updated Policy is attached to this report at Appendix 1. Significant amendments have been highlighted in yellow, but minor changes such as to adhere to our internal Style Guide have not been highlighted for ease of use.
- 4.5 If adopted, the revised Policy will be published on the Council's website and intranet, replacing the current version of the Policy.

5. CONSULTATION

- 5.1 There is no requirement for public consultation in relation to the changes set out in this report, which are required to enable adherence to the Data Protection Act 2018, and UK General Data Protection Regulations.

6. OPTIONS/ALTERNATIVES CONSIDERED

- 5.2 Any alternative options would involve not adopting a revised policy which may result in an increased risk to the Council by not adhering to latest legislation or audit recommendations.

7. COMMENTS BY THE INTERIM GROUP HEAD OF FINANCE/SECTION 151 OFFICER

- 7.1 There are no financial implications arising from this report.

8 RISK ASSESSMENT CONSIDERATIONS

- 8.1 Officers have not identified any requirement for any additional risk assessment process to be conducted in relation to the recommendation in this report.

9 COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER

- 1.1 There are no comments from the Group Head of Law and Governance & Monitoring Officer.

10 HUMAN RESOURCES IMPACT

10.1 None.

11 HEALTH & SAFETY IMPACT

11.1 None.

12. PROPERTY & ESTATES IMPACT

12.1 None.

13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

13.1 The updated Policy improves the understanding of data protection responsibilities between the Council's customers and the Council and supports the equal and consistent treatment of those customers through the adoption of a clearer policy that is compliant with ICO guidance and requirements.

14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

14.1 None.

15. CRIME AND DISORDER REDUCTION IMPACT

15.1 None.

16. HUMAN RIGHTS IMPACT

16.1 None.

17. FREEDOM OF INFORMATION/DATA PROTECTION CONSIDERATIONS

17.1 The purpose of this report is to meet our Data Protection requirements.

CONTACT OFFICERS:

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BACKGROUND DOCUMENTS

Draft Data Protection Policy