

Report to:	Audit and Governance Committee	Date of Meeting:	Wednesday 19 June 2024
Subject:	Sending / Discussing Personal Information Policy		
Report of:	Executive Director of Corporate Resources and Customer Services	Wards Affected:	(All Wards);
Portfolio:	Corporate Resources		
Is this a Key Decision:	No	Included in Forward Plan:	No
Exempt / Confidential Report:	No		

Summary:

To seek approval for a revised policy on Sending / Discussing Personal Information.

Recommendation(s):

(1) To approve the revised policy on Sending / Discussing Personal Information

Reasons for the Recommendation(s):

It is essential that the Council has up to date and relevant policies for handling personal data in order to comply with its obligations under the General Data Protection Regulations and the Data Protection Act.

Alternative Options Considered and Rejected: (including any Risk Implications)

None – not to have such policies increases the risk that the council will not comply with its obligations when handling personal data.

What will it cost and how will it be financed?

(A) Revenue Costs - None

(B) Capital Costs - None

Implications of the Proposals:

Resource Implications (Financial, IT, Staffing and Assets):	
None	
Legal Implications:	
General Data Protection Regulations and Data Protection Act	
Equality Implications:	
There are no equality implications.	
Impact on Children and Young People: No	
Climate Emergency Implications:	
The recommendations within this report will	
Have a positive impact	No
Have a neutral impact	Yes
Have a negative impact	No
The Author has undertaken the Climate Emergency training for report authors	Yes

Contribution to the Council's Core Purpose:

Protect the most vulnerable:
Facilitate confident and resilient communities:
Commission, broker and provide core services: Compliance with this policy and others relating to the processing of data will ensure that the Council handles personal data in a legal and robust manner enforcing effective and efficient core services and provide confidence to members of the public that their data is handled appropriately.
Place – leadership and influencer:
Drivers of change and reform:
Facilitate sustainable economic prosperity:
Greater income for social investment:
Cleaner Greener

What consultations have taken place on the proposals and when?

(A) Internal Consultations

The Executive Director of Corporate Resources and Customer Services (FD 7683/24) has been consulted and any comments have been incorporated into the report. and the Chief Legal and Democratic Officer (LD.5783/24) is the author of the report

(B) External Consultations

None

Implementation Date for the Decision

Immediately following the Committee / Council meeting.

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Appendices:

There are no appendices to this report.

Background Papers:

There are no background papers available for inspection.

1. Introduction

1.1 In accordance with the accountability principle under Article 5 of the UK General Data Protection Regulation, the Council must put in place appropriate technical and organisational measures to meet the requirements of accountability. Policies and procedures provide clarity and consistency, by giving staff guidance and direction to understand their roles and responsibilities regarding data protection and information governance. Effective data protection policies and procedures help the Council to take practical steps to comply with its legal obligations.

1.2 The attached policy was first created in November 2014 and approval for its implementation was sought from the Audit and Governance Committee in June

2015. It has subsequently been reviewed a number of times and will continue to be on a biennial basis.

- 1.3 When approved, the policy will form a suite of similar policies on the Council's intranet and will be publicised to all staff.