

<b>Report on</b>	Revision of Data Protection Policy
<b>Date of Meeting</b>	4 March 2021
<b>Reporting Officer</b>	Barry O'Hagan, Head of ICT
<b>Contact Officer</b>	Barry O'Hagan, Head of ICT

<b>Is this report restricted for confidential business?</b>	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To seek approval a revised Data protection Policy ( Appendix 1 )
<b>2.0</b>	<b>Background</b>
2.1	The introduction of The Data Protection Act 2018 (as a result of GDPR EU regulations) has necessitated the timely review and adoption of the internal policy to reflect the current guidance. Council has revised the Data Protection policy as part of that review in order to reflect the new legislative guidance issued.
<b>3.0</b>	<b>Main Report</b>
3.1	<p>The revised policy version 2.0 reflects current Information Commissioners' Office (ICO) guidance &amp; Data protection (DP) legislation. In summary the following amendments have been made to the existing policy (which is attached for your reference).</p> <ol style="list-style-type: none"> <li>1. Additional information added in respect of data protection rights of the individual</li> <li>2. Reference to Council's Data Sharing Agreement &amp; Contracts.</li> <li>3. Incident reporting appendix for reportable incidents updated</li> <li>4. Reference to home working</li> <li>5. Risk minor amendments.</li> <li>6. Index Contents ( to be updated)</li> </ol> <p>Council has consulted with SMT and unions before presenting the revisions to Council for adoption.</p> <p>Council has completed rural needs assessment and Equality And Good relation screening exercise and determined the policy does not require an EQUIA or any further assessment ( Copy Attached Appendix 2)screening. As this policy is based on a legislative instrument the policies have been screened out.</p>

<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	<b>Financial:</b> There will be no significant additional financial pressures caused by the revision of the policy.
	<b>Human:</b> Council, has undertaken a program of training staff on personal Data Protection and will reflect the further guidance with that program. The revised Mobile policy will be circulated to all staff and published on the intranet. Unions have been consulted with in relation to the revisions earlier this year with no significant points raised.
	<b>Risk Management:</b> The potential for a breach of personal data has been identified as a corporate risk that requires regular monitoring, controls and mechanisms to treat the evolving risks presented. The revised policies helps to mitigate same.
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	<b>Equality &amp; Good Relations Implications:</b> An equality and good relations impact assessment has been completed and approved by the Director of Finance. The outcome of the screening has screened this policy out.
	<b>Rural Needs Implications:</b> The policy has been subjected to a rural needs impact assessment and this policy has considered the assessment during the policy revision.  No significant impacts have been identified.
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	Council approve the adoption and revision of the updated Data Protection policy version 2.0
<b>6.0</b>	<b>Documents Attached &amp; References</b>
	Appendix 1: Data Protection Policy Appendix 2: Equality & Good relations Impact Assessment