

Report on	Data Handling Policy Policy on Recruitment of Ex-Offenders Dignity at Work Policy
Date of Meeting	6th September 2018
Reporting Officer	Marissa Canavan, Director of Organisational Development
Contact Officer	Sinead McAleer

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

1.0	Purpose of Report
1.1	To inform members of revised policies (Data Handling Policy & Recruitment of Ex-Offenders) To inform members of new policy (Dignity at Work) & seeking members' approval of these policies.
2.0	Background
2.1	Three policies for consideration. The Data Handling Policy (Access NI) & the Policy on the Recruitment of Ex-Offenders have been revised in light of new GDPR regulations. Both these policies are model templates. The Dignity at Work is a new policy. All 3 policies have been considered by the H.R. Policy Working group and unions have been consulted.
3.0	Main Report
3.1	The aim of the Data Handling Policy (Access NI) is to ensure Mid Ulster District Council complies fully with Access NI's Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosure Applications and Disclosure Information & with its obligations under Data Protection Act 2018 & other relevant legislative requirements with regard to the safe handling, storage, retention and disposal of Disclosure information. The aim of the Policy on the Recruitment of Ex-Offenders is to ensure Mid Ulster District Council undertakes to treat all applicants for positions fairly and not to discriminate unfairly or unlawfully against the subject of a Disclosure on the basis of conviction or other information received.

	The aim of the Dignity at Work Policy is to prevent harassment and bullying in the workplace, provide guidance to resolve any problems should it occur and prevent recurrence.
4.0	Other Considerations
4.1	Financial, Human Resources & Risk Implications
	Financial:
	Human:
	Risk Management:
4.2	Screening & Impact Assessments
	Equality & Good Relations Implications: N/A
	Rural Needs Implications: N/A
5.0	Recommendation(s)
5.1	For approval
6.0	Documents Attached & References
	Data Handling Policy (Access NI) Policy on Recruitment of Ex-Offenders Dignity at Work Policy