



**Corporate Policy and
Resources committee**

Thursday, 15 April 2021

Subject: Information Management and Protection Policy

Report by:

Monitoring Officer

Contact Officer:

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Purpose / Summary:

This report introduces minor changes to the Information Management and Protection Policy to ensure continued compliance with the regulations and legislation governing the Authority and provides updated guidance on Data Breach Reporting.

RECOMMENDATION(S):

1. That Corporate Policy and Resources Committee approve the reviewed Information Management and Protection Policy.
2. Delegated authority be granted to the Chief Executive to make minor housekeeping amendments to the policy in future, in consultation with the Chairman of the Corporate Policy and Resources Committee and the Chairman of the Joint Staff Consultative Committee.

IMPLICATIONS

Legal: There are no legal implications to the changes of this policy

Financial :

FIN/158/21/A

No financial implications arising due to this report.

Staffing :

Equality and Diversity including Human Rights :

Data Protection Implications: This report introduces minor changes and housekeeping work carried out on the Information Management and Protection Policy to comply with legislation and current working practices.

Climate Related Risks and Opportunities: Nil

Section 17 Crime and Disorder Considerations: Nil

Health Implications: Nil

Title and Location of any Background Papers used in the preparation of this report :

Risk Assessment :

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

x

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

x

1. Introduction

The council currently has an Information Management and Protection Policy. The Policy has been reviewed by the Corporate Information Governance Group (CIGG) and changes have been recommended. The main areas of change are to terminology throughout the policy and changes to breach reporting.

There have been no specific legislative changes impacting the review.

2. Purpose

It is the policy of the Council to set out the principles of information management and data protection, our responsibilities, the access rights of individuals, information sharing and complaints.

3. Scope

This policy applies to all employees of West Lindsey District Council

4. Changes

All changes recommended in the Policy are listed below:

- General Data Protection Regulations (GDPR) changed to UK GDPR
- Changes to Terminology throughout document – no change to guidance
- Section 11: Change to job roles – Remove Director of Resources.
- Change to Section 2.4 (appendix 2 of the policy) regarding breach description

5. Engagement

Following support from the Joint Staff Consultative Committee (JSCC) the report will proceed to the Corporate Policy and Resources (CP&R) Committee. The Policy will be updated on the Minerva (intranet) site and a communication will be sent to all staff to inform of the change if the Policy is formally adopted by Committee.