



**Corporate Policy and
Resources**

16 December 2021

Subject: Information Governance Policy

Report by:	Director of Corporate Services and Monitoring Officer
Contact Officer:	John Bingham Assistant Data Protection and Freedom of Information Officer John.Bingham@west-lindsey.gov.uk
Purpose / Summary:	The purpose of this document is to set out the Information Governance Policy, including the Information Governance Management Framework, for West Lindsey District Council ("the Council"). It demonstrates management commitment to having in place sound information governance arrangements, gives clear direction to managers and staff, and will ensure that legal requirements and best practice standards are met.

RECOMMENDATION(S):

CP&R to approve formal adoption of the Information Governance Policy

Agree that any future housekeeping amendments can be delegated to the Chief Executive in consultation with the Chairs of the JSCC and CP&R.

IMPLICATIONS

Legal:

(N.B.) Where there are legal implications the report **MUST** be seen by the MO

Financial : FIN/109/22/SL

There are no financial implications arising from this report. (N.B.) All committee reports **MUST** have a Fin Ref

Staffing :

(N.B.) Where there are staffing implications the report **MUST** have a HR Ref

Equality and Diversity including Human Rights :

NB: Please explain how you have considered the policy's impact on different groups (for example: young people, elderly, ethnic minorities, LGBT community, rural residents, disabled, others).

Data Protection Implications :

Climate Related Risks and Opportunities:

Section 17 Crime and Disorder Considerations:

Health Implications:

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

*Wherever possible please provide a hyperlink to the background paper/s
If a document is confidential and not for public viewing it should not be listed.*

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

Key Decision:

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

Yes

No

Changes to Policy:

The changes made to the Information Governance Policy are below:

Update Review Date – This has been changes to 3 yearly review and was agreed with Alan Robinson in capacity of MO prior to his departure.

Inclusion of single line under Para 1 Legal Compliance – To provide a simple explanation as to the reasoning for the need for legal compliance.

General tidy up inc removing additional wording, lines and grammatical issues – Housekeeping

Update of the DPO responsibilities page 7 – DPO roles and responsibilities are now reflected that which is a legal requirement as per the UK GDPR

Information rights page 5 – Change DPA 1998 to 2018. Change also on Page 11 – The DPA 1998 was superseded by the DPA 2018, this is now reflected in the policy.