



CP&R Committee

Thursday, 28 July 2022

Subject: Legal Responsibilities Policy

Report by:

Monitoring Officer

Contact Officer:

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Information Officer

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Purpose / Summary:

This Policy lists and describes the legislation and regulations that govern information management and highlights the risks both to the organisation and to individuals for failing to comply.

No changes affect the current processes of the authority.

RECOMMENDATION(S):

Amendments to the Legal Responsibilities Policy be approved by the CP&R Committee for formal adoption.

IMPLICATIONS

Legal:

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

Financial : FIN/45/23/SJB

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

Executive Summary

The Changes made to this policy can be seen below:

Date and Version updated, Review date and Contact office updated

Section 3 – Update details of legislation

Section 4 – Assistant Finance Director formatted

Section 4 – Remove Information Governance Officer and update DPO functions.

Section 5.6 – Reference UK GDPR

Section 5.7 – Updated UK DPA. Update text.

Section 7.2 – Cost of non-compliance updated

The changes ensure the accountability of the document to the GDPR and are explained in more detail in the notes for each amendment on the policy.