

Corporate Governance and Standards Committee Report  
Report of Executive Head of Organisational Development

Author: Vincenzo Ardilio

Tel: 01483 444053

Email: vincenzo.ardilio@guildford.gov.uk

Lead Councillor responsible: Paul Spooner

Tel: 01252 341666

Email: paul.spooner@guildford.gov.uk

Date: 26 March 2015

## Data protection action plan progress

### Executive Summary

This report provides an update on the Council's progress in meeting the recommendations set out in the Information Commissioner's Office (ICO) 2013 audit.

#### Recommendation to Committee:

That the Committee

1. notes the progress of the action plan in Appendix 1;
2. agrees that the Information Rights Officer includes a further progress report in the annual information rights compliance report for 2014.

#### Reason for recommendation:

To ensure that the Council meets the legal and good-practice requirements for handling personal information as set out in the Data Protection Act 1998.

### 1. Purpose of Report

- 1.1 This report updates the Corporate Governance and Standards Committee on the Council's compliance with the ICO Audit Recommendations, following their data protection audit report dated 5 September 2013.

### 2. Strategic Framework

- 2.1 Compliance with data protection and privacy legislation contributes to a safe and vibrant community. In particular, it ensures that residents within our community can live in dignity.

### **3. Background**

- 3.1 At their meeting on 5 June 2014, the Corporate Governance and Standards Committee requested an update on the actions put in place following the Information Commissioner's voluntary audit of the Council's records management and subject access procedures in September 2013.
- 3.2 The update on actions taken to date is attached to this report as Appendix 1.
- 3.3 To assist the Committee in monitoring the Council's compliance with data protection and privacy legislation, officers recommend that the Information Rights Officer includes a further progress report in his annual information rights compliance report for 2014.

### **4. Financial Implications**

- 4.1. There are no financial implications to this report.

### **5. Legal Implications**

- 5.1. Meeting the Information Commissioner's recommendations will assist the Council to comply with the Data Protection Act 1998.

### **6. Human Resource Implications**

- 6.1 There are no human resource implications arising from this report except in relation to office time invested in the Records Management Project Group.

### **7. Conclusion**

- 7.1. Good progress has been made in meeting the objectives of the plan, though some actions were ongoing at the time of writing.

### **8. Background Papers**

- Information Commissioner's Data protection audit report 5 September 2014

### **9. Appendices**

- Action plan and progress document