Corporate Governance and Standards Committee Report

Ward(s) affected: All

Report of: Director of Finance

Author: Adrian Hudson

Tel: 01483 444900

Email: adrian.hudson@guildford.gov.uk

Lead Councillor responsible: Matt Furniss

Tel: 07891 022206

Email: matt.furniss@guildford.gov.uk

Date: 29 November 2018

ICT Policies: Updated Policies incorporating Legislative Changes following the GDPR and Data Protection Act 2018

Executive Summary

The Council is required to maintain several Information & Communication Technology (ICT), Information Assurance (IA) and Information Management and Governance (IM) polices setting out our approach to compliance in the management of the systems and data, including customers' personal data that the Council holds in the performance of its functions.

These policies are designed to explain our information governance model, expected standards of behaviour and personal responsibilities to councillors and officers in the use of ICT and the data obtained or held in the course of Council business.

Recent legislative changes to enact the EU General Data Protection Regulation 2016 and provide new UK specific primary legislation, Data Protection Act 2018, along with the repeal of the Data Protection Act 1998 mean our existing policies need to be refreshed to reflect our legal obligations and provide clear guidance regarding these matters to all ICT users. These policies are as follows:

- ICT Users' Policy
- Information Systems Security Policy
- Data Protection Policy
- Data Breach Response and Notification Procedure
- Councillors' ICT Policy

The Executive will be asked to consider these policies at its meeting on 8 January 2019.

Recommendation to Corporate Governance and Standards Committee

The Committee is asked to consider the draft policies appended to this report and, subject to any comments agreed,

(1) to commend their adoption to the Executive at its meeting on 8 January 2019; and

(2) to authorise the ICT Manager, in consultation with the Lead Councillor for Infrastructure and Governance, to keep these policies under review and to approve such updates to these policies and associated supplementary policies, as he considers appropriate

Reason for Recommendation:
To adopt updated Human Resources policies and standards in respect of the use of Information and Communication Technology, Information Assurance, Information Management and Governance to ensure the lawful and efficient performance of the Council's statutory functions.

1. **Purpose of Report**

1.1 This report sets out the background to the proposed updated ICT policies, which are attached at Appendices 1 to 5.

1.2 The report asks the Committee to commend the adoption of these policies to the Executive for inclusion in the Council's HR Policy Library applicable to Councillors and officers, as appropriate.

2. **Strategic Priorities**

2.1 The proposed policies are required to ensure the Council fulfils its legal obligations.

2.2 The proposed policy changes are aligned to the Corporate Plan through the lawful delivery of services using ICT and data. Specifically, these policies support the improvement of customer experience through the best use of technology and the proper management of customers' personal data. A summary of the linkage is shown below.

Corporate Plan	Strategic Priorities	Strand
Innovation	Using innovation, technology to provide a sustainable and improved customer experience.	The new policies are designed to ensure best practice in the use and management of data in the most cost-effective manner to deliver customer service excellence.

3. **Background**

3.1 The Council has maintained a number of ICT and Information Assurance related policies since the use of technology to support service delivery began.

3.2 These polices have now been brought up-to-date to reflect current best practice.

3.3 Recent legislative changes and good governance best practice requires the Council to regularly review and update these policies to ensure the content remains compliant and reflects evidence-based changes in best practice.

3.4 The core policies set out in Appendices 1 to 5 to this report are the first stage of a wider review of ICT policies which will address an identified audit action to ensure compliance of the overall ICT governance framework.

3.5 Supplementary related policies for specific matters will be developed to provide detailed advice to augment the core policy documents. These will be more technical documents and will be published after consideration by the Corporate Management Team and, if agreed by the Executive, approved by the ICT Manager, in consultation with the Lead Councillor for Infrastructure and Governance, under delegated authority.

4. Consultations

4.1 The policies have been prepared by the Information Assurance Manager in consultation with:

- Data Protection Officer
- Information Rights Officer
- HR Manager
- O&D Manager
- Senior Information Risk Owner (ICT Manager)
- Director of Finance
- Corporate Management Team
- Unison

4.2 The officers consulted have not highlighted any concerns regarding these policies.

4.3 Additional comments on this report and the policies have been sought from the relevant Lead Councillor. These are incorporated in this report.

5. Executive Advisory Board comment

5.1 Advice has not been sought from the Executive Advisory Board as these polices relate to updates reflecting legislative changes over which the Council has no discretion.

6. Equality and Diversity Implications

6.1 There are no identified equality or diversity issues in this policy.

7. Financial Implications

7.1 There are no financial implications associated with this report.

8. **Legal Implications**

8.1 The Data Protection Officer has provided advice on the proposed policies and no legal implications have been identified.

9. **Human Resource Implications**

9.1 There are no human resource implications arising from this report.

10. **Summary of Options**

10.1 Legal compliance in the performance of the Council's statutory functions and public confidence in the effective management of personal data used by councillors and officers in their duties rely on an effective policy framework and good governance. This report invites the Executive to formally adopt the core ICT policies which provide such a framework.

11. **Conclusion**

11.1 The adoption of these policies will ensure the Council has a current, relevant core policy framework to effectively manage the use of Information & Communication Technology (ICT), Information Assurance (IA) and build public trust in the Council's standards for Information Management and Governance.

11.2 The delegation of authority for the adoption of supplementary polices and on-going reviews to the ICT Manager, in consultation with the Lead Councillor for Infrastructure and Governance, provides an effective mechanism to ensure policies remain legally compliant and reflect best practice in a timely manner.

12. **Background Papers**

None

13. **Appendices**

Appendix 1: ICT Users' Policy
Appendix 2: Information Systems Security Policy
Appendix 3: Data Protection Policy
Appendix 4: Data Breach Response and Notification Procedure
Appendix 5: Councillors' ICT Policy