

Policy and Finance Committee

Date: 30 July 2018

Title: Data Protection

Purpose of the Report: To receive an update regarding GDPR and consider recommending approval of a Document Retention Policy to Council.

Contact Officer: Sarah Sandiford, Head of Democratic and Central Services

Corporate Objective/s	LLTC Three Year Plan – Aim 1: To consolidate processes and procedures, ensuring operational efficiency and a structure which will underpin future service delivery by the Town Council.	
Implications:		
Financial	X	
Human Resources	X	
Operational/Service delivery	X	
Procedural/Legal	√	To ensure compliance with data protection legislation effective May 2018.

1. RECOMMENDATION/S

Should members be minded, the proposals are:

- 1.1 To note the report.
- 1.2 To consider recommending approval of the Document Retention Policy to Council.

2. BACKGROUND

- 2.1 The Data Protection Act 2018 received Royal Assent on 24 May 2018 and therefore replaces the 1998 Act. As the Committee is aware, the new legislation includes reference to the General Data Protection Regulation.
- 2.1 The Town Council has been working towards compliance with the new legislation for over a year and has undertaken a number of measures, including

an information audit, review of consent requirements, review of forms and documents, a general improvement in security of both electronic and paper based documentation and the revision/development of a number of policies and procedures.

- 2.2 Further to the GDPR deadline of 25 May 2018, work continues to ensure best practice throughout the organisation. Work still to be completed includes adoption of policies, archiving/destruction of data which is no longer required and further improvements in both physical and technological security.
- 2.3 An audit visit is to be scheduled by our appointed Data Protection Officer. In addition, it is envisaged that a number of internal audits will take place over the coming months to review individual departments and service areas.

3. POLICIES & PROCEDURES

- 3.1 The Town Council does not currently have in place an adopted Document Retention Policy.
- 3.2 In order to comply with the new Data Protection Act and ensure that personal data is not retained for longer than is necessary, organisations are being advised to adopt a retention policy.
- 3.3 In drafting the **attached** draft policy, advice was sought from the Society of Local Council Clerks, the National Association of Local Councils and the Local Council Public Advisory Service (the Town Council's appointed Data Protection Officer).
- 3.4 All Town Council officers have also had several months in which to review and comment on the attached draft.
- 3.5 The Committee is asked to consider recommending approval of the attached draft Document Retention Policy to Council.

End.