

Bolton Council

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| Report to: | Leader | | | Con sulta tion with othe r offic ers |
| Date of meeting: | 13 th September 2022 | | | |
| Report of: | Deputy Chief Executive | Report number: | 32089 | |
| Contact officer: | Patricia Ashcroft Data Protection Officer | Telephone number | 2064 | |
| Report title: | Policy Updates – Data Protection Policy and Information Security Policy | | | |
| Not Confidential | | | | F i n a n c e |
| This report does not contain information which warrants its consideration in the absence of the press or members of the public | | | | |
| | | | | L e g a l |
| Purpose: | To approve revised policies | | | |
| Recommendations: | The Executive Cabinet Member is recommended to approve the revised policies | | | |
| Decision: | | | | |
| Background documents: | N/A | | | |
| Signed: | Leader | Monitoring Officer | | H R |
| Date: | | | | |
| | | | | Y e e s t a G r a h a m |
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| | | | | E q u a l i t y |
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| Impact Assessment required? | |
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Is there a

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| ne ed to co ns ult on th e pr op os als ? | |
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1. INTRODUCTION & BACKGROUND

Following the introduction of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, the Council introduced various measures to ensure compliance with the new legislation including the introduction of a suite of policies relating to information governance.

These policies have now been reviewed and updated to reflect legislative and administrative changes together with current practices.

1.1 Data Protection Policy

- 1.1.1 The Data Protection Policy addresses key parts of the legislation, including data sharing, automated decision making and embedding privacy by design into our processes.

1.2 Information Security Policy

- 1.2.1 Ensuring that data is kept secure is a key aspect of Data Protection legislation.
- 1.2.2 This policy describes the roles and responsibilities of different staff in ensuring that data is kept secure. It compliments and expands on the controls that the ICT team have put in place to combat cyber security breaches such as encryption and limiting the impact of malware and computer viruses.
- 1.2.3 The policy also describes practical measure that staff can take to ensure that information is kept safe and secure, emphasising the requirements of data protection legislation.

2. IMPACTS AND IMPLICATIONS:

2.1 Financial

- 2.1.1 There are no immediate financial implications for council staff arising from the recommendations in this report.

2.2 Legal

- 2.2.1 There are no immediate legal implications for council staff arising from the recommendations in this report.

2.3 HR

- 2.3.1 There are no immediate HR implications for council staff arising from the recommendations in this report.

3. RECOMMENDATIONS

- 3.1 The Executive Member / Cabinet is recommended to:

Approve the updated policies