Bolton Council

Report to:	Leader		
Date of meeting:	10th January 2023		
Report of:	Deputy Chief Executive	**Report number:**	32473
Contact officer:	Patricia Ashcroft Data Protection Officer	**Telephone number**	2064
Report title:	**Policy Updates – Information Governance Framework, Records Management Policy and FOI/EIR Policy**		
Not Confidential This report does **not** contain information which warrants its consideration in the absence of the press or members of the public			
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	
Date:			
Consultation with other officers			
Finance	No		
Legal	Yes	Trish Ashcroft	
HR	Yes	Neeta Graham	
Equality Impact Assessment required?	No		
(a) Pre-consultation reports Is there a need to consult on the proposals?		No	

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 Information Governance Framework

1.1.1 The Information Governance framework is an umbrella, overarching document that brings together the various Information Governance policies and explains the basic requirements and inter dependencies between the documents.

The Information Governance Framework details roles, processes and information with the intent to provide Bolton Council employees and elected members with an overview of the key aspects of the Council's approach to Data Protection.

1.1.2 The Information Governance Framework is an essential document to ensure that Bolton Council's information is effectively managed with accountability, structures, governance processes, documented policies and procedures, staff training and adequate resources.

1.1.3 Sitting beneath this framework are the following policies:

- Data Protection Policy
- Data Breach Management Policy
- Freedom of Information Policy
- Information Security Policy
- Disposal of Confidential Waste Policy
- Special Category Data Policy
- Law Enforcement Processing Policy
- Corporate Records Management Policy

1.2 Freedom of Information Policy

1.21. The Council has an established procedures for dealing with Freedom of Information requests and Environmental Information Regulations requests.

1.2.2 This updated policy further clarifies the procedures that need to be followed and the need for transparency of process including the prescribed timescales and an understanding of what FOI and EIR requests are.

1.3 Records Management Policy

1.3.1 The Records Management Policy is designed to provide guidance for all staff members who create, use or manage corporate information and to define roles and responsibilities.

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

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