
GDPR - Summary Report

Committee considering report:	Joint Public Protection Committee
Date of Committee:	12 th June 2018
Date agreed by Joint Management Board:	20 th April 2018
Report Author:	Emma Coles

1. Purpose of the Report

To set out the key processes and policies relating to the Public Protection Partnership information governance arrangements for the period 2018-2021 in line with the General Data Protection Regulations.

2. Recommendation(s)

- 2.1** That the Committee Note the work to date to achieve compliance with the General Data Protection Regulations as well as the content of the draft policies.

3. Implications

- 3.1 Financial:** Uniform West Berks module was paid for in the last financial year. Uniform BFC has been invoice for 18/19 at £2500. Flare which we will be reviewing on the 17th April 2018 have quoted a one off charges: GDPR Toolkit £10,000, Consultancy for installation/training: £1,360 and a Annual: £2,500 pa maintenance this would again be split with our partners that share this system. Opentext would also be a split payment arrangement with Planning in West Berks waiting on quote. The average cost of modules is £10,000. Over time payments may be required to complete parts or all of the project a set budget would need to be agreed if this is the case.
- 3.2 Policy:** The Joint Committee is tasked with oversight of the delivery of all aspects of the functions that have been delegated to it by the Councils. This includes awareness of and where appropriate approval of key policies. This report includes drafts of a number of policy documents relating to compliance with General Data Protection Regulations.
- 3.3 Personnel:** The setting up of the GDPR module will remove resource from the intelligence team and is likely to have an impact on the daily tasks that the RIA's perform. To get a consultant in to process this work load would add additional financial pressure to the IT budget for this year 18/19. Over time could be offered to complete this project

but that would be an additional financial aspect to be taken from the budget. Increased workload even as over time would affect the work life balance of the RIA's and the senior Management Team which could have an impact on moral. The paper file project that has been identify will not be completed by the 25th May 2018 but will also need resource allocation to complete either within work hours or as over time.

- 3.4 Legal:** Compliance with GDPR became a statutory requirement as of the 25th May 2018. This includes the need to have clear policies in place.
- 3.5 Risk Management:** The risks for this project are based around capacity for the implementation. We have the skill within the service but not the skill to back fill the RIA's posts within the service which would mean that other areas of work would be put at risk during the implementation period.
- 3.6 Property:** None
- 3.7 Other:** None

4. Other options considered

- 4.1** The Strategy and policies need not be developed or reviewed. This would hinder progress in regard to the changes in legislative. It would also delay PPP's ability to comply with necessary developments in regards to GDPR legislation.
- 4.2** We could do nothing but then we would be liable if audited for the new fine system being put in place with the GDPR legislation.

5. Executive Summary

- 5.1** The General Data Protection Regulation (GDPR) has updated the way of working in regards to data protection. This has had an impact on the way personal data is managed and as such the documents, processes and policies have to be refreshed to capture this change.
- 5.2** The review ensures that legal updates are recorded and changes implemented. Also that the risks are reviewed in a timely manner to negate any issues.

6. Conclusion

- 6.1** Implementation of this legislation needs to occur not only for the financial protect of the service but also for the protection of our customers.

Appendices

Appendix A – PPP Privacy Notice Template

Appendix B – PPP Retention and Destruction Schedule

Appendix C – PPP Right to be Forgotten Policy

Appendix D – PPP Information Management Strategy

Appendix E – GDPR Briefing Note

Background Papers:

PPP Strategic Aims and Priorities Supported:

The proposals will help achieve the following Public Protection Partnership aims as stated in the Inter Authority Agreement:

- 1 – Community Protection**
- 2 – Protecting and Improving Health**
- 3 – Protection of the Environment**
- 4 – Supporting Prosperity and Economic Growth**
- 5 – Effective and Improving Service Delivery**

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