

## DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	23 NOVEMBER 2020	9
<b>DATA ASSURANCE POLICY</b>			

### PUBLIC ITEM

This item is for consideration in the public part of the meeting.

### SUMMARY

The council's Data Assurance Policy sets out how it complies with its obligations under the data protection legislation, how it ensures data quality and how it classifies data. The existing policy has been reviewed and the report recommends the adoption of an updated policy containing changes to consider the coming into force of GDPR and the Data Protection Act 2018

### RECOMMENDATION

To adopt the updated Data Assurance Policy as set out in the draft attached to the report.

### SUMMARY OF PREVIOUS DECISIONS

Cabinet 16 November 2011: Adopt the new Data Assurance Policy

Cabinet 26 November 2014: Revise and update policy

Finance and Democracy Committee 19 June 2017: Revise and update policy

### CORPORATE PRIORITIES

Economy – To create a vibrant and healthy economy	
Environment – To deliver services customers expect	√
Efficiency – By spending money in the most efficient way	√
Tourism – To create a great place to live and visit	

## REPORT

1. The Data Protection Act 2018 imposes duties on controllers of data, as defined in the act, and retains in force the General Data Protection Regulation (“GDPR”) following the exit of the United Kingdom from the European Union and the end of the transition period. “Personal data” includes information held on manual records as well as computer systems. A “controller” is anyone who directs the means and purposes of processing personal data. The council is a controller and is therefore subject to several duties concerning the way in which it processes personal data, as well as many regulatory and accountability requirements concerning its systems and procedures for ensuring compliance. The 2018 act and GDPR replace the Data Protection Act 1998.
2. In 2011, the council adopted a Data Assurance Policy to replace its previous data protection policy and data quality policy. The policy is intended to assist persons working in the organisation to know how they are expected to deal with personal data, to help provide assurance to external bodies that the council takes its obligations seriously and is complying with them and to ensure that the council uses and keeps only high quality, reliable and up-to date information. Decisions underpinned by such data are likely to be better decisions than those where the information base is of poor quality, unreliable or outdated.
3. The policy also contains a methodology for classifying data depending on the level of its sensitivity. It encourages a person producing or handling data to consider the level of its sensitivity when it is produced or handled and promote consistency across the organisation.
4. The Data Assurance Policy was reviewed and refreshed in 2014 and 2017 is now due for further review, particularly to align it with GDPR and the 2018 act. The updated policy is attached for members to consider. The changes are set out as tracked changes in the text.

IMPLICATIONS	
Finance	There are no financial implications arising from this report
Legal	Contained in the report
Community Safety	None
Human Rights and Equalities	The Data Protection Act and GDPR are an important element in the protection of personal privacy.
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	The policy will help the council to comply with its obligations and prove that it complies with them.

LEAD AUTHOR	CONTACT DETAILS	DATE
Ian Curtis	01253 658506	16 October 2020

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Data Assurance Policy	May 2017	Town Hall, Lytham St Annes
Data Assurance policy (draft update)		Town Hall, Lytham St Annes

### Attached documents

1. Data Assurance policy (draft update)