

## **Update on Implementation of General Data Protection Regulation**

Report by Solicitor and Monitoring Officer

**Summary:** This report updates the Committee on steps being taken to implement GDPR in the Authority.

**Recommendation:** That the Committee notes the report.

### **1 Background**

- 1.1 The EU General Data Protection Regulation (GDPR) has been the subject of a previous report to the Authority. The date for implementation is 25<sup>th</sup> May 2018.
- 1.2 The Authority has established a project team to implement the Regulation, which includes representatives of several departments, as well as the Chief Financial Officer, The Head of IT and Collector of Tolls and the Solicitor and Monitoring Officer. The following steps are among those taken so far:
  - Creation of a Data Asset Register, recording all sets of data held, location, types of data, sharing arrangements and risk posed by processing.
  - Preparation of a Data Protection Policy which is GDPR compliant.
  - Appointment of a Data Protection Officer (the Solicitor and Monitoring Officer)
  - Preparation of new privacy notices for the web sites and tolls collection.
  - Training and qualification of Solicitor and Monitoring Officer at Practitioner level in GDPR.
  - New Data Retention Policy.
  - Review of Strategic Risk Register to include GDPR risk.
  - Training of Yare House staff completed with training sessions for other staff scheduled.
  - Ongoing assessment of higher risk data processing and implementation where necessary of individual risk assessments for those types of processing (to be undertaken).
  - Review of HR policies is ongoing.
  - Developing a work plan to delete any unnecessary data held.
  - Review of elements of data security.
  - Review ongoing of disaster recovery plans for IT.
- 1.3 A GDPR Compliance Plan has been developed for remaining steps which will be undertaken. These include reviews of procurement and ongoing contracts and the implementation of new guidance issued by the Crown Commercial Department.

1.4 The steps taken by the Authority so far are the subject of internal audit review and Gap analysis, which is ongoing at the time of preparation of this report.

## **2 Conclusion**

2.1 The Committee's is asked to note the above steps and any comments are invited.

Background papers: None

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Appendix: None