

Data Compliance – report to P&F May 2023

There is an ongoing review of compliance across the Council looking at working practices, data management and understanding of procedures. Subscribing to Breakthrough Communications has provided the opportunity to completely review the approach to data management as they offer in depth training tailored to the sector. They have also given advice on a number of issues and have proved a very useful resource. One strong recommendation that they make is that Council Members do not use their own devices for any Council work/email correspondence. Any Councillors who have not already accepted a Council laptop should do so for their own protection as well as the Council.

Awareness across the Council is generally good. Site visits have been made with advice given and assistance reviewing and reorganising data held by the department. Changes to working practices have also been recommended and implemented to improve compliance. The internal annual archiving of data has given all users an opportunity to review data held and archived data is being subjected to a more rigorous review.

Refresher training will be provided across all departments in the next couple of months and this will include Members.

The annual data compliance form requiring completion and signature will be sent to all Members shortly.

The proposed move to cloud based data storage will be a good opportunity to continue to review the amount of data retained by the Council and further streamline data management systems and procedures. All staff and Members are reminded to minimise the data they retain and continually review their compliance.

The Data Protection and Digital Information (No.2) Bill is currently progressing through Parliament. The hope is that the new legislation will reduce the administrative burden but that will only become clear once it comes into law (which may be some time away).