

Committee: Governance Audit and Performance
Title: Information Governance Annual Report
Report Author: Tom Falconer (Data Protection Officer)

Date:
28 June 2022

Summary

1. The Council's Data Protection Officer is tasked with providing an annual report on the current state of Information Governance (I.G) that exists within the Council on conclusion of each fiscal year. This report enables Council management to be fully sighted of any emerging Information Governance risks so that these can be fully assessed and effective measures taken to mitigate such risks.
2. The Annual Report includes evidence as to the levels of progress made by the Council within Information Governance matters year on year and also shows the levels of performance against some key targets set by the Cabinet Office.

Recommendations

3. GAP Committee are asked to note the content of the annual report for Information Governance.

Financial Implications

4. There are no significant financial implications to consider as a result of the recommendations contained within this report.

Background Papers

None

Impact

5.

Communication/Consultation	Some consideration to be given as to the wider circulation of this report and whether it should be made public on the Councils website.
Community Safety	None
Equalities	None
Health and Safety	None

Human Rights/Legal Implications	None
Sustainability	None
Ward-specific impacts	None
Workforce/Workplace	The content of this report affects all employees and staff within the Council

Situation

6. The Council's Annual Report on Information Governance compiled by the Data Protection Officer was presented to CMT in May 2022.
7. This report records the current state of I.G. for the Council with effect from the date of publication (April 2022) and provides background information and statistics for five main areas
 - i. The numbers and causes of Data Breaches for the period;
 - ii. Data Subject Access Requests received and response timelines.
 - iii. The number of requests for information made under Freedom of Information and Environmental Information Regulations and the effectiveness of the Council's responses
 - iv. The number of completed Data Protection Impact Assessments for new data processing activities projects or initiatives
 - v. Other matters which may have an impact of the future of Information Governance for the Council
8. The report also includes two additional proposals which have been put forward as recommendations for management consideration which are:
 - a. That the Council reviews their existing Internal Review and complaints process
 - b. That the Council adopts the proposed Information Governance Strategy and Framework document as the foundation for effective Information Governance

Both the above recommendations are presently being given further consideration by CMT and a final decision is awaited.
9. Following the attached Annual Report are two appendices. Appendix A is a briefing paper on the internal review process and Appendix B is the Information Governance Strategy and Framework.

Risk Analysis

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Risk	Likelihood	Impact	Mitigating actions
High percentage of requests for Information left without a response	3	3	Managers of service areas to take more responsibility for staff providing responses to requests received.
Council suffers a significant Data breach involving the release of personal data for a large number of residents	1	3	Staff complete on-line training on the secure processing of Personal data and are regularly updated on potential risks via staff communications.

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.