

**NORTH LINCOLNSHIRE COUNCIL**

**CABINET**

**GENERAL DATA PROTECTION REGULATION (GDPR)**

**1. OBJECT AND KEY POINTS IN THIS REPORT**

- 1.1 To provide an update on the council's preparations for implementing the General Data Protection Regulation (GDPR) which came into force on 25 May 2018
- 1.2 The key points in this report are:
- GDPR is a legal requirement that strengthens the data rights of individuals across the EU
  - Organisations were required by law to take action to prepare for its implementation by 25 May 2018
  - This report summaries the steps taken by the council leading up to its implementation date
  - The steps built on the council's strong foundation and track-record of effective data protection and information governance.

**2. BACKGROUND INFORMATION**

- 2.1 The General Data Protection Regulation (GDPR) came into force on 25 May 2018.
- 2.2 Its purpose is to strengthen the data rights of EU residents and harmonises data protection law across all member states. It increases the potential fines organisations face for misusing data, and makes it easier for people to discover what information organisations have on them. It seeks to bring more transparency to people about what data organisations collect about them, and what those organisations use it for, as well as enabling people to prevent unnecessary data collection.
- 2.3 The council has a strong track-record of protecting data and its information governance capabilities are regularly assessed and audited, including external oversight by the Information Commissioner's Office (ICO).
- 2.4 Preparations for the implementation of GDPR commenced in early 2017. A formal project management environment was created, recognising the cross-council implications and associated change management and risk issues.
- 2.5 Key areas of development overseen by the project team included:
- Updating the information governance framework and associated policy schedules to align with GDPR requirements.

- Developing and rolling-out council-wide a mandatory e-learning module covering GDPR and IT security
- Carrying out information audits wherever personal information is processed. Around one hundred Records of Processing (ROP) were produced to identify where personal data is handled and the safeguards that are in place to protect it.
- Undertaking extensive internal stakeholder briefings and communication.
- Updating and republishing the council's externally published Privacy Notices.
- Issuing new terms and conditions to contractors who undertake a Data Processing role.

2.6 Going forward the GDPR project team will continue to meet for the remainder of 2018 to ensure that further guidance issued by the ICO is implemented and will provide periodic updates in line with the council's assurance arrangements.

### **3. OPTIONS FOR CONSIDERATION**

3.1. It is recommended that Cabinet note the steps taken by the council to prepare for the introduction of the General Data Protection Regulation.

### **4. ANALYSIS OF OPTIONS**

4.1 Not applicable

### **5. RESOURCE IMPLICATIONS (FINANCIAL, STAFFING, PROPERTY, IT)**

5.1 There are no specific resource implications associated with this report.

### **6. OUTCOMES OF INTEGRATED IMPACT ASSESSMENT (IF APPLICABLE)**

6.1 Data protection impact analysis forms a key part of the council's Integrated Impact Assessment.

### **7. OUTCOMES OF CONSULTATION AND CONFLICTS OF INTERESTS DECLARED**

7.1 A project management approach was adopted to support the implementation of GDPR which included extensive stakeholder engagement.

7.2 There are no conflicts of interest associated with this report.

### **8. RECOMMENDATIONS**

8.1 It is recommended that Cabinet note the steps taken by the council to prepare for the General Data Protection Regulation.

DIRECTOR GOVERNANCE AND PARTNERSHIPS

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Date: 8 June 2018

**Background Papers used in the preparation of this report: None**