

SOUTH YORKSHIRE PENSIONS AUTHORITY

18th January 2018

The General Data Protection Regulation (GDPR)

1. Purpose of the Report

To update members on the work being undertaken to prepare for the implementation of the GDPR on 25th May 2018.

2. Recommendations

Members are recommended to note the contents of the report and to comment on the progress being made

3. Background Information

- 3.1 GDPR is operative from 25th May 2018 and applies to all EU organisations that hold and/or use personal data about individuals. At the last authority meeting on 30th November I reported on the core principles of GDPR and provided an update of the preparatory work that had been undertaken at the time. I also informed Members that I would provide further update reports at each subsequent meeting prior to the implementation date and therefore this report provides the latest position as the beginning of January 2018.

4. GDPR – Project Update

4.1

Work Undertaken	Purpose	Progress
GDPR Project Group	Implementation	A project group has been created and is being led by the IT Manager. The group is made up of senior managers who between them are responsible for all data use within SYPA. Tasks are being assigned to group members and a project plan is being developed. ICO Gap analysis forms the basis of the plan.
GDPR Training	Management Awareness	Webinar Participation Seminar Attendance Receipt of Guidance Notes and Legal Opinion
IT Staff Certification	Training/Accreditation	IT Manager and Assistant IT Manager both passed

		their exams and are now Certified General Data Protection Regulation Practitioners
Secure E-Mail	GDPR Compliance	Egress now being rolled out and staff being trained in its use. Updated guidance re E-mail correspondence with scheme members is being developed
Data Protection Officer	GDPR Compliance	BMBC have confirmed that their DPO will report to the Head of Internal Audit. A request has been made to have part-time access to this report
Network Data Tidy	GDPR Preparation	This is virtually complete.
Software Purchase	Data Loss Prevention	SQL Server Core Enterprise 2017 software has been purchased as it contains the ability to encrypt all data at rest reducing the threat of data loss from a cyber-attack. The software cost was £17,516.34.
Staff Training	Training	Mandatory training for all staff to take place in 2018 prior to the GDPR implementation. The intention is to use BMBC's online development tool is our preferred option although this is subject to our evaluation of the training material once available. There are already a number of good online learning courses available should the BMBC offering not be ready in time.

4.1 A further progress report will be brought to the March 2018 meeting.

5. Implications and risks

- **Financial** - GDPR is an issue affecting the Authority as a whole and one which cannot be ignored. The costs associated with GDPR are not expected to be more than £50,000 in total and these costs will be met from the Corporate Strategy Reserve.
- **Legal** - There are no specific legal considerations.
- **Diversity** - None

Officer responsible:

Gary Chapman Head of Pensions Administration

Phone 01226 772954

E-mail: gchapman@sypa.org.uk

Background papers used in the preparation of this report are available for inspection in the Pensions Administration Unit.