

## **SOUTH YORKSHIRE PENSIONS AUTHORITY**

**15 March 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 25<sup>th</sup> 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 25<sup>th</sup> May 2018 and applies to all EU organisations that hold and/or use personal data about individuals. This is the latest in a series of reports providing on our progress towards implementation.

#### **4. GDPR – Project Update**

- 4.1 The previous update reports have concentrated on general subject headings. As the implementation project is now well underway we can now report on specific areas of work being undertaken as follows;

<b>Work Undertaken</b>	<b>Progress</b>
ICO Data Controller Assessment	This has been completed and has identified the tasks that must be completed in order to attain compliance
Information Asset Register	Managers are currently identifying the information assets they hold and are completing the register. All staff have been directed to identify and review personal information they hold and delete if not required. All retained information will appear on the information asset register.
Privacy Statement	A new member privacy statement is being developed which will incorporate the wording suggested to the LGA from their legal advisers, Squire Patton Boggs
Data Processing Contracts	All existing data share contracts are being reviewed to ensure the data controllers are GDPR compliant
Secure E-Mail	Egress Switch secure e-mail now fully implemented
Data Protection Officer	BMBC are considering our request to have part-time access to their Data Protection Officer
Accreditation	Cyber Security Essentials accreditation achieved following an independent audit. Cyber Security Essentials Plus will be sought towards the conclusion of the GDPR project
Pensions Systems	Internally developed pensions systems in use at SYPA and by external customers are being updated with additional GDPR compliant functionality

External IT Provision	SY Police are to conduct an IT vulnerability assessment of SYPA infrastructure to test the service that we provide to the oPCC situated in Police HQ at Sheffield.
Staff 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. Staff who do not undertake the training or who fail the test will be denied access to the network until they comply.

## **5. Implications and risks**

- **Financial** - GDPR is an issue effecting 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.