

Subject	Data Protection Policy Statement	Status	For Publication
Report to	Audit & Governance Committee	Date	19 September 2024
Report of	Head of Governance & Corporate Services		
Equality Impact Assessment	Not Required	Attached	Na
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1 Purpose of the Report

- 1.1 To ask the Audit & Governance Committee to consider and comment on the Data Protection Policy Statement and recommend it for approval to the Authority.
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2 Recommendations

- 2.1 Members are recommended to:
- a. **Consider and recommend the Data Protection Policy Statement for approval to the Authority.**
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3 Link to Corporate Objectives

- 3.1 This report links to the delivery of the following corporate objectives:
Effective and Transparent Governance
- To uphold effective governance showing prudence and propriety at all times.
- 3.2 The review of information governance policies contributes to effective and transparent governance.

4 Implications for the Corporate Risk Register

- 4.1 This report addresses the specific corporate risk in relation to compliance with data protection regulations.

5 Background and Options

- 5.1 Data Protection policies used in the management of the Authority's personal and sensitive data must comply with Data Protection Legislation (The UK General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018).

- 5.2 The Data Protection Policy Statement attached at Appendix A follows the requirements and guidance set out in Data Protection Legislation and is tailored as appropriate to the circumstances of the Authority, to include reference to how data is handled and protected - including the data held in respect of scheme members and data held in respect of employees and Authority and LPB members.
- 5.3 The policy forms part of the Authority's Information Governance Framework and is supported by a number of more detailed policies and procedures, including:
- Employee Privacy Notice
 - Scheme Member Privacy Notice
 - Data Retention Policy
 - Data Breach Procedure
 - Data Protection Impact Assessment (DPIA) Procedure
 - Information Security Policy
- 5.4 Work is in progress on review and update of these supporting policies and procedures. The Authority will be requested to delegate approval to the Director to authorise these documents when complete.
- 5.5 The Data Protection Policy Statement will be reviewed every 2 years as a minimum, or sooner if required in the event of legislative or other substantive changes. Any material changes will be brought to this Committee for review and to the Authority for approval.

6 Implications

- 6.1 The proposals outlined in this report have the following implications:

Financial	None
Human Resources	None
ICT	None
Legal	None
Procurement	None

Jo Stone

Head of Governance and Corporate Services

Background Papers	
Document	Place of Inspection
None	-