

<b>Subject</b>	<b>Data Protection Policy Statement</b>	<b>Status</b>	For Publication
<b>Report to</b>	Authority	<b>Date</b>	12 December 2024
<b>Report of</b>	Head of Governance & Corporate Services		
<b>Equality Impact Assessment</b>	Not Required	Attached	Na
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## **1 Purpose of the Report**

- 1.1 To present the Data Protection Policy Statement for approval.
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## **2 Recommendations**

- 2.1 Members are recommended to:
- a. Approve the Data Protection Policy Statement attached at Appendix A; and**
  - b. Delegate authority to the Director to approve the detailed policies and procedures that form the rest of the information governance framework.**
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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 draft Data Protection Policy Statement was presented to the Audit & Governance Committee in September and the Committee have recommended it to the Authority for approval.
- 5.4 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
- 5.5 Work is in progress on review and update of these supporting policies and procedures. Members are requested to delegate authority to the Director to approve these documents when complete.
- 5.6 The policy 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 the Audit & Governance 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**

<b>Background Papers</b>	
<b>Document</b>	<b>Place of Inspection</b>
None	-