

## **Report to Cabinet**

**Subject:** Annual report of the Senior Information Risk Owner 2018/19

**Date:** 1 August 2019

**Author:** Director of Organisational Development and Democratic Services

### **Wards Affected**

Borough wide

### **Purpose**

To present the Senior Information Risk Owner Annual report 2018/19 to Cabinet and seek approval to extend the arrangements relating to the Data Protection Officer.

### **Key Decision**

This is not a key decision

### **Recommendations**

#### **THAT:**

- i. The annual report of the Senior Information Risk Owner 2018/19 be noted;
- ii. The Information Governance Framework be endorsed; and
- iii. The arrangements relating to the Data Protection Officer continue.

## **1 Background**

- 1.1 Senior Leadership Team approved an Information Security Governance Framework setting out the Council's approach to information and cyber security risk on 11 September 2018. The Director of Organisational Development and Democratic Services has been designated the Senior Information Risk Owner (SIRO) for the Council.

- 1.2 The SIRO has overall responsibility for the Council's information management framework and acts as the champion for information risk within the Council. The SIRO is responsible for producing an annual report on information governance. The annual report attached at Appendix 1 provides an overview of activity in relation to information governance, key achievements during 2018/19 as well as outlining work planned for 2019/20. It should provide assurance that the Council has arrangements in place to ensure information risks are being managed effectively.
- 1.3 It is important that the Council recognises the need to protect its information assets from both accidental and malicious loss and damage. The loss or damage of information can have serious consequences for the Council; not only financial and reputational but also may result in the council being unable to deliver vital services to customers. As a result, Information Governance must be taken very seriously by the council and this is evidenced by the on-going work activity to ensure the management and security of our information.

## **2 Proposal**

- 2.1 It is proposed that the Annual report of the SIRO 2018/19 (Appendix 1) be noted and the Information Governance Framework (Appendix 2) endorsed.
- 2.2 The General Data Protection Regulation requires the Council to designate an officer as its Data Protection Officer ("DPO") and sets out the tasks the DPO must perform. Members will recall that, on 3 May 2018, Cabinet designated the Service Manager: Legal Services as DPO with effect from 25 May 2018 with two deputies for an initial period of 12 months. The reason for this was at that stage it was not clear what the workload for the DPO would be and the ongoing resource required. Deputies were appointed given the fact that certain data breaches will need to be reported to the ICO within 72 hours, therefore it is crucial that arrangements are in place to ensure cover at all times (potentially including weekends and bank holidays).
- 2.3 Members will note from the attached report that a significant amount of work has been undertaken by the DPO and Deputy in order to ensure that the Council complies with the GDPR. The Service Manager – Legal Services is conducting a wider review of resources within the team and intends to review the DPO arrangements alongside this. In the meantime it is proposed that the current arrangements are extended until that review is concluded.

## **3 Alternative Options**

- 3.1 Not to present an annual SIRO report, in which case Executive members will not be updated on information governance activity across the Council

and understand whether information risks are being managed effectively.

Not to continue the current DPO arrangements. However, there is a requirement in the GDPR for the Council to appoint a DPO and without appropriate arrangements for deputies, there will be insufficient cover to deal with potential GDPR breach reporting to the ICO.

#### **4 Financial Implications**

- 4.1 If the Service Manager of Legal Services continues as the DPO, there are no financial implications as this will continue to be absorbed into the postholder's current responsibilities. The current honorarium payment will continue to be made to the two post holders designated as Deputy DPO recognising the additional responsibility and at a level to reflect frequency. This will be at a rate of £100 per month per employee (pro rata). The ongoing DPO arrangements can continue to be accommodated within existing resources.

#### **5 Appendices**

- 5.1 Appendix 1 – Annual report of the Senior Information Risk Officer 2018/19  
Appendix 2 – Information Security Governance Framework

#### **6 Background Papers**

- 6.1 None identified.

#### **7 Reasons for Recommendations**

- 7.1 To ensure the Executive is updated in respect of the Information Governance activity across the Council in order to provide assurance that information risks are being managed effectively.
- 7.2 To ensure the Council is compliant with the GDPR and has appropriate Data Protection Officer arrangements in place.