

## Policy & Resources Committee

---

<b>Date:</b>	<b>17 July 2018</b>
<b>Title:</b>	<b>Data Protection Documents</b>
<b>Contact Officer:</b>	<b>Morag Robinson, Office Administration Manager</b>

### Purpose of Report

1. To review and approve the Council's Data Protection documents to reflect the additional data protection requirements following the introduction of the Data Protection Act 2018 on 25 May 2018.

### Update / Progress

2. A number of the Council's Policies relating to data protection have been updated to reflect the changes within the legislation as prescribed within the new Data Protection Act 2018.
3. These documents now ensure that the Council is legally compliant and meets its legal obligations in regard to the lawful and fair handling of personal data.
4. The Policies that have been reviewed are listed below and attached as follows:
  - a. Information and Data Protection Policy
  - b. Document Retention & Disposal Policy
  - c. Freedom of Information Policy
  - d. Freedom of Information Procedure
  - e. Information Management Strategy
  - f. Complaints Policy

### Resource Appraisal

5. There are no resource implications.

### Risk Assessment

6. The Council will not be legally compliant in regard to the new Data Protection Act 2018 if these Policies are not updated and approved by members.

**Legal Powers:** Local Government Act 1972 s 111

### Recommendation

***It is recommended that:***

- i) All the updated documents as listed be approved.***