

Corporate Governance and Standards Committee Report

Ward(s) affected: n/a

Report of Director of Environment

Author: Ciaran Ward

Tel: 01483 444072

Email: ciaran.ward@guildford.gov.uk

Lead Councillor responsible: Caroline Reeves

Tel: 07803 204433

Email: caroline.reeves@guildford.gov.uk

Date: 19 September 2019

General Data Protection Regulation Update

Executive Summary

The General Data Protection Regulation (GDPR), replacing the Data Protection Act 1998, came into force in May 2018, and sets out how organisations can collect and use personal data. The GDPR applies to organisations that provide goods or services to individuals in the EU. This includes organisations outside the EU that want to provide goods or services within the EU. The GDPR (and the new law, Data Protection Act 2018) will continue to apply in the UK after the UK leaves the EU.

Recommendation to Committee

That the Corporate Governance and Standards Committee notes the officer actions and continues to receive updates on a six monthly basis.

Reason for Recommendation

To ensure the Council continues to comply with GDPR legislation.

1. Purpose of Report

- 1.1 This report explains action taken to progress the implementation of the GDPR, which came into effect on 25 May 2018.

2. Strategic Framework

- 2.1 Good corporate governance ensures the Council maintains high standards to protect the personal data of staff and residents, underpinning the values and mission of the Council.

3. Progress since January 2019

- 3.1 It is now 16 months since the coming into force of the GDPR. The Council has successfully completed a GDPR compliance /transition programme which has been documented in previous reports.
- 3.2 Although the bulk of the groundwork has been carried out, it is important that staff continue to be aware of GDPR provisions when handling, transferring or storing any personal data.
- 3.3 Since the last report, a number of developments have been progressed. A new section entitled “Information Security Policies & Procedures” has been created on the Council’s intranet pages with links to the following recently approved or updated items:
- Data Protection Policy 2018
 - Revised Records Retention & Disposal Schedule
 - Councillor ICT Policy
 - Data Breach Response & Notification Policy
 - ICT Users Policy
 - Information Systems Security Policy
 - GBC Mitel Softphone Policy
 - GBC Firewall Policy Review
- 3.4 The Council has achieved Cyber Essentials certification – a status which provides a level of assurance to the public around information security – which is approved by the National Cyber Security Centre (NCSC)
- 3.5 Monthly security patching is now in place on all computer servers. A new system which scans the internal network for vulnerabilities is now in use.
- 3.6 GDPR training was delivered to the new intake of borough councillors and parish councillors during May and June.
- 3.7 The Council has procured a SIEM (Security Information and Event Management) solution which delivers real time threat protection, incident response and compliance management.

4. Conclusion

- 4.1 Although the Council’s GDPR project has been successfully completed, compliance and awareness work continue via monthly meetings of the Privacy & Information Security Liaison Group, the Information Risk Group and regular reports presented to the Corporate Governance Group.