



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

Agenda Item No: 3.3

## Information Governance: Updated GDPR Policies

To: Cambridgeshire and Peterborough Combined Authority Board

Meeting Date: 27 October 2021

Lead Member: Mayor Dr Nik Johnson

From: Rochelle Tapping, Deputy Monitoring Officer

Key decision: No

Forward Plan ref: n/a

Recommendations: The Combined Authority Board is recommended to:

- a) Approve and adopt the new GDPR policies set out at Appendix 1 to 7; and
- b) Delegate authority to the Monitoring Officer to make consequential amendments to the GDPR policies as required.

Voting arrangements: A simple majority of all Members present and voting

To be carried, the vote must include the vote of the Mayor, or the Deputy Mayor when acting in place of the Mayor.

# 1. Purpose

1.1 To seek approval from the Combined Authority Board of the new GDPR policies as per the recommendation by the Audit & Governance Committee on 24 September 2021.

# 2. Background

2.1 At a meeting on 16 December 2019 the Audit and Governance Committee reviewed the Combined Authority's current Data Protection Policy which was adopted by the Combined Authority Board at its meeting on 29 January 2020. The Data Protection Policy needs to be reviewed and updated from time to time.

2.2 In a report on Information Governance at the Combined Authority, prepared in October 2020 and put before the Audit and Governance Committee on the 5 March 2021, it was recommended that the Combined Authority:

- Update their GDPR Policy.
- Introduce Data Privacy Impact Assessments (DPIAs) for all new projects which involve the processing of personal information. DPIAs are a process to help identify and minimise the data protection risks of a project.

2.3 Under the Data Protection Act 2018 ("DPA 2018") and the UK General Data Protection Regulation ("UK GDPR") the Combined Authority must have appropriate GDPR policies in place which must be kept under review. Following the Information Governance report mentioned in 2.2 above, a review of the Combined Authority's data protection policies was carried out.

2.4 The Combined Authority has entered into a service level agreement with Peterborough City Council to enable the Combined Authority to use GDPR officers from Peterborough City Council to assist in strengthening data protection practices. Work has commenced to revise the data protection policies. Once approved, staff will be advised of the revised policies and will also receive appropriate training on implementation. The revised data protection policies which have been created are shown at appendices 1 to 7 and listed in the table below:

<b>Policy name</b>	<b>Summary of document</b>
Data Protection Policy (Appendix 1)	This policy sets out the Combined Authority's responsibilities for processing and handling personal information.
Retention Policy (Appendix 2)	A policy on records management and retention practices. How all records should be kept and destroyed.
Data Protection Impact Assessment Guidance (Appendix 3)	Guidance on considering the impact of protecting personal data when planning a project

Data Protection Impact Assessment Checklist (Appendix 4)	To be used by officers when starting a project which may include personal information to decide whether a Data Protection Impact Assessment is required
Data Protection Impact Assessment (Appendix 5)	A new form which needs to be completed prior to the start of any new project to determine any risks associated with the use of personal data
Data Incident Reporting Policy (Appendix 6)	A policy on what do if a breach occurs and how to report a breach
Data Incident Reporting Form (Appendix 7)	A form to be completed when a data breach has occurred.

2.5 The Audit and Governance Committee reviewed these policies at its meeting on 24 September 2021 and recommended the policies to the CA Board for approval. A delegation is also sought for consequential amendments.

2.6 Following the recommendation from the Audit and Governance Committee, additions were made to the policies as listed below:

- Appendix 1 Data Protection Policy page 15 - Now notes that *'Risks relating to data protection will be recorded on the corporate risk register, as applicable, so that discussions around management of those risks can take place'*.
- Appendix 2 Retention Policy page 7- Now notes that *'The Information Risk Group will be responsible for delivering training to staff on this policy and will ensure that processes for monitoring compliance are implemented. The Audit and Governance Committee will receive 6 monthly reports on Information Governance, which will include details of compliance with this policy.'*
- Appendix 3 Data Impact Assessment Guidance page 9- Now notes that *'The Audit and Governance Committee receives 6 monthly reports on Information Governance. The report includes details of completed DPIA's.'*
- Appendix 6 Data Incident Reporting Policy page 9- Now notes that *'The Audit and Governance Committee receives 6 monthly reports on Information Governance. The report includes details of incidents, as applicable'*.

#### GDPR Training

2.7 All officers within the Combined Authority have been asked to undertake mandatory online Data Protection training run by Cylix Limited. This is to ensure that staff are aware of their responsibilities. Currently 79% of all officers have completed this learning.

## Significant Implications

### 3. Financial Implications

3.1 None

## 4. Legal Implications

- 4.1 The UK GDPR governs the UK data protection regime, following withdrawal of the UK from the EU.

## 5. Other Significant Implications

- 5.1 None

## 6. Appendices

- 6.1 Appendix 1 – Data Protection Policy
- 6.2 Appendix 2 – Retention Policy
- 6.3 Appendix 3 – Data Protection Impact Assessment Guidance
- 6.4 Appendix 4 – Data Protection Impact Assessment Checklist
- 6.5 Appendix 5 – Data Protection Impact Assessment
- 6.6 Appendix 6 – Data Incident Reporting Policy
- 6.7 Appendix 7 – Data Incident Reporting Form

## 7. Background Papers

[Audit & Governance Committee meeting 16 December 2019 – Agenda item 6](#)

[Combined Authority Board meeting 29 January 2020 – Agenda item 1.8](#)

[Audit & Governance Committee meeting 5 March 2021 – Agenda item 8](#)

[Audit & Governance Committee meeting 24 September 2021 – Agenda item 11](#)