

WYRE FOREST DISTRICT COUNCIL**CABINET**
26TH MARCH 2009**Revised Data Protection Policy 2009-2011**

OPEN	
SUSTAINABLE COMMUNITY STRATEGY THEME	Stronger Communities
CORPORATE PLAN AIM	A Well Run and Responsive Council
CABINET MEMBER	Councillor Nathan Desmond
HEAD OF SERVICE	Head of Community and Partnership Services
CONTACT OFFICER	Nick Lewis Ext: 2771
APPENDICES	Appendix A – Revised Data Protection Policy 2009-2011 Appendix B - Eight Data Protection Principles Appendix C – Procedure for Dealing with Requests <i>The appendices to this report have been circulated electronically and a public inspection copy is available on request. (See front cover for details)</i>

1. PURPOSE OF REPORT

- 1.1 To update the Council's Data Protection Policy.

2. RECOMMENDATION

The Cabinet is asked to RECOMMEND to Council that:

- 2.1 **The revised Data Protection Policy 2009 to 2011 be adopted by the Council and the next review of the policy be carried out in 2011.**

3. BACKGROUND

- 3.1 The Data Protection Act 1998 ("the Act") repealed the 1984 Act and came into force on 1st March 2001. It was implemented on a phased basis with full implementation in October 2007.
- 3.2 The Act covers both electronic and manual records. It protects personal data and gives individuals the right of access to data held about them and a level of control over how it is used.
- 3.3 Although the Council has well-established practices to ensure compliance with Data Protection legislation, this policy makes textual amendments to the previous policy which was agreed in 2001. The amendments have been made in the light of experience and in administering requests for personal data since the implementation of the Act.

- 3.4 This policy outlines how the Council complies with the Act and provides a framework for managing requests.
- 3.5 The policy will be reviewed in 2011 to ensure that it remains relevant and reflects the prevailing information security environment at that time.

4. FINANCIAL IMPLICATIONS

- 4.1 None

5. LEGAL AND POLICY IMPLICATIONS

- 5.1 There are no direct legal and policy implications in connection with this report.

6. RISK MANAGEMENT

- 6.1 The Council requires sound policy and procedures to be able to comply with the requirements of the Data Protection Act 1998 and to administrate requests for personal information effectively.
- 6.2 Since the introduction of the data protection legislation in 1998, Wyre Forest District Council has had no complaints about its handling of requests for personal data referred to the Information Commissioner.

7. CONCLUSION

- 7.1 The Council is continuing to manage its legal responsibilities under the Data Protection Act 1998 in accordance with its statutory requirements.
- 7.2 This updated policy makes textual amendments to the previous policy in the light of the experience of ensuring compliance with the Act.

8. CONSULTEES

- 8.1 Corporate Management Team.
- 8.2 Cabinet Member for Community and Corporate Services – Councillor Nathan Desmond.

9. BACKGROUND PAPERS

- 9.1 Report – 22nd October 2001 “Data Protection Policy.”
- 9.2 Data Protection Act 2000.