

FLINTSHIRE COUNTY COUNCIL

REPORT TO: CORPORATE RESOURCES OVERVIEW & SCRUTINY
COMMITTEE
DATE: THURSDAY, 18 APRIL 2013
REPORT BY: DEMOCRACY AND GOVERNANCE MANAGER
SUBJECT: INFORMATION COMMISSIONER'S OFFICE
DATA PROTECTION AUDIT

1.00 PURPOSE OF REPORT

1.01 To inform the committee of the audit being undertaken by the Information Commissioner's office (ICO).

2.00 BACKGROUND

2.01 The ICO is the body responsible for both providing advice and guidance on the Data Protection Act and issuing sanctions for breach of the Act. The ICO does not have the power to unilaterally audit local authorities Data Protection arrangements. It does however, approach local authorities for their agreement to carryout such an audit. Flintshire was approached and agreed to such a voluntary audit.

2.02 In a telephone conference on the 28 February it was agreed that the following three areas would be covered by the audit :-

- Records Management - The processes in place for managing both electronic and manual records containing personal data. This will include controls in place to monitor the creation, maintenance, storage, movement, retention and destruction of personal data records.
- Data Sharing - The design and operation of controls to ensure the sharing of personal data complies with the principles of the Data Protection Act 1998 and the good practice recommendations set out in the Information Commissioner's, Data Sharing Code of Practice.
- Training and Awareness - The provision and monitoring of staff Data Protection training and the awareness of Data Protection requirements relating to their roles and responsibilities.

2.03 The ICO wanted to work within Community Services and to concentrate on one team within Children's Social Services and one team within Adult Social Services. The teams that the Council has chosen are the Family Placement Team and the North West Locality Team.

3.00 CONSIDERATIONS

3.01 Two staff from the ICO are conducting a range of interviews with relevant staff on the 16th, 17th and 18th April. A member of the Council's Internal Audit Team will attend some of the interviews to help develop the Council's own Data Protection audits for the future. Following the on-site visit a report will be prepared with recommendations to improve existing arrangements. A summary of the report will subsequently appear on the ICO's website. The findings of the audit will be reported to this committee and subsequently to the Audit Committee.

4.00 RECOMMENDATIONS

4.01 To note the position.

5.00 FINANCIAL IMPLICATIONS

5.01 None as a result of this report.

6.00 ANTI POVERTY IMPACT

6.01 None as a result of this report.

7.00 ENVIRONMENTAL IMPACT

7.01 None as a result of this report.

8.00 EQUALITIES IMPACT

8.01 None as a result of this report.

9.00 PERSONNEL IMPLICATIONS

9.01 None as a result of this report.

10.00 CONSULTATION REQUIRED

10.01 None as a result of this report.

11.00 CONSULTATION UNDERTAKEN

11.01 None as a result of this report.

12.00 APPENDICES

12.01 None

LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985
BACKGROUND DOCUMENTS

E-mail from David Webster dated 1 March 2013.

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