

WEST NORTHAMPTONSHIRE COUNCIL AUDIT AND GOVERNANCE COMMITTEE

14 June 2023

Report Title	Information Governance Update
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Contributors/Checkers/Approvers

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List of Appendices

Appendix A – Information Governance Quarterly Update

1. Purpose of Report

- 1.1. To present a summary of work undertaken within the Information Governance service over the past 24 months that provides the background to regular quarterly reports going forward.

2. Executive Summary

- 2.1 Information Governance deliver a number of statutory and compliance services for the Council including FOI / EIR requests and Records Management. At the core of the service however is the Data Protection team who provide corporate advice and guidance, uphold data subject rights including subject access requests, assist with Data Sharing Agreements, Privacy Impact Assessments and investigate all data incidents (breach) reports.
- 2.2 The report at Appendix A is produced by the Council's Data Protection Officer, Bellinda Cotton. It is an initial report providing an overview of the caseloads since vesting day. Future reports will

look closer at recent requests, trends, statistics and any interactions with the regulator, the Information Commissioners Office (ICO) including decision or enforcement notices.

3. Recommendations

3.1 It is recommended that the Committee accept the Information Governance update.

4. Reason for Recommendations

4.1 To keep the Committee apprised of the Information Governance work of the Council and for the Audit and Governance Committee to effectively carry out its role in line with its terms of reference.

5. Report Background

5.1 The Information Governance Report is included at Appendix A and will be presented by the Data Protection Officer to the Committee.

6. Issues and Choices

6.1 The Committee could decide not to receive the report but in doing so it would not be apprised of the issues facing the organisation, particularly those of the number and complexity of requests received and any interactions with the regulator.

7. Implications (including financial implications)

7.1 Resources and Financial

7.1.1 There are no resource or financial implications arising from the report.

7.2 Legal

7.2.1 There are no legal implications arising from the report.

7.3 Risk

7.3.1 There are no significant risks arising from the proposed recommendations in this report.

7.4 Consultation

7.4.1 Not applicable

7.5 Consideration by Overview and Scrutiny

7.5.1 Not applicable

7.6 Climate Impact

7.6.1 Not applicable

7.7 Community Impact

7.7.1 Not applicable

8. Background Papers

8.1 None.