

EXECUTIVE BOARD
19TH SEPTEMBER 2016

BREACH REPORTING & RESPONSE POLICY

Purpose: to put in place a clear and robust policy for dealing with data security breaches

Recommendations / key decisions required:

Accept the draft policy document, to be approved by the Executive Board.

Reasons:

This draft policy strengthens the ability of the Council to respond properly to data security breaches, involving the loss or accidental disclosure of personal information.

As a data controller, the Council is required by law to have in place the appropriate organisational measures in respect of the security of the personal information it handles. These measures include having suitable policies in force.

Relevant scrutiny committee to be consulted - NA

Exec Board Decision Required	YES
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Council Decision Required	NO
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EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- Cllr. D.M. Jenkins

Directorate: Chief Executive's

Designations:

Name of Head of Service:
Wendy Walters

Assistant Chief Executive,
Regeneration & Policy

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EXECUTIVE SUMMARY
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BREACH REPORTING & RESPONSE POLICY

Based on advice imparted by the Information Commissioner's Office (ICO) at their latest all Wales conference on data protection, the Council's existing policy on responding to data security incidents (the *Incident Reporting and Response Policy*) involving personal information has been thoroughly revised and re-written.

The new draft has incorporated the following:

- A clear and simple mechanism for reporting breaches of data security;
- Clearly identified roles and responsibilities;
- More clarity on responding to and escalating a breach, including clear timescales.

The Council is obliged to comply with the requirements of the Data Protection Act 1998 and the ICO has the power to impose monetary penalties of up to £500,000 on organisations for serious breaches of this legislation. Of equal importance is the fact that we owe a duty of care to our employees, customers and clients, to protect their personal information and have procedures in place to properly manage breaches when they occur.

It is essential that our organisational measures, such as information governance policies, are fit for purpose and having a robust policy in place for dealing with data breaches is an important aspect of this.

The draft policy has been scrutinised and endorsed by both the Corporate Information Governance Group and the Corporate Management Team.

DETAILED REPORT ATTACHED?

NO

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Wendy Walters, Assistant Chief Executive, Regeneration & Leisure

Policy, Crime & Disorder and Equalities YES	Legal NONE	Finance NONE	ICT NONE	Risk Management Issues NONE	Staffing Implications NONE	Physical Assets NONE
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1. Policy, Crime & Disorder and Equalities

Approval is being sought for the adoption of a new corporate policy document which will apply to all staff.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Wendy Walters, Assistant Chief Executive, Regeneration & Leisure

1. **Scrutiny Committee** N/A
2. **Local Member(s)** N/A
3. **Community / Town Council** N/A
4. **Relevant Partners** N/A
5. **Staff Side Representatives and other Organisations** N/A

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

THESE ARE DETAILED BELOW

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Incident Reporting and Response Policy		County Hall