

Ref:

Called in

Yes/No

**THE THANET DISTRICT COUNCIL**

**RECORD OF DECISION OF CABINET**

Name of Cabinet Member:

Relevant Portfolio:

Date of Decision:

Subject:

Key Decision  In Forward Plan

Brief summary of matter:

To propose the adoption of a set of policies and procedures and associated actions to ensure TDC remains fully compliant with its statutory obligations under the Data Protection Act 1998. This will enhance control of, and minimise risk of loss of, personal data; will enhance public and staff awareness of their rights and obligations under the Act

Decision made:

1. That Cabinet approves the DPA Policy and Procedures Guidance Note;
2. That once approved, the DPA Policy and Procedures Guidance Note be published on the internet and intranet pages;
3. The Corporate and Regulatory Services Manager to be appointed as the Council's Data Protection Officer (DPO);
4. The Legal Services Manager be appointed Deputy DPO;
5. That expenditure of up to £1,750 for the hire of a specialist training consultant for "higher level" DPA training to Managers with data control/processing responsibilities (estimated completion date: September 2011) be approved, and that funding be provided by means of a priority draw on the training budget;
6. That expenditure of up to £1,100 for the purchase of the Encyclopaedia of Data Protection & Privacy, plus annual update fees payable every September of c. £850 be approved, subject to virement funding within the Corporate & Regulatory Services' budget;
7. That payment of the Council's annual registration ('Notification') fee by standing order or direct order or direct debit be approved;
8. That Cabinet supports a council-wide officer training programme, subject to the findings of the questionnaire referred to in the report and a pragmatic approach being adopted;
9. That Cabinet supports a Data Protection Awareness Week.

Reasons for decision:

To ensure that the Council remains fully compliant with its statutory obligations under the Data Protection Act 1998

Alternatives considered and why rejected:

None – requirement is statutory

Details of any conflict of interest declared by any executive Member who has been consulted and of any dispensation granted by the Standards Committee:

None

Author and date of Officer report:

Gary Cordes, Legal Services Manager

Background papers

DPA Cabinet Report

Annex 1 - DPA Policy for Officers and Members

Annex 2 - Subject Access Request Form

Annex 3 - Data Security Breach Policy

Annex 4 - Information Sheet, DPA

Annex 5 - Flow chart

Annex 6 - How to Comply Checklist

Annex 7 - Data Protection External Page

Annex 8 - How we use your information

Annex 9 - Privacy Statement for webpage

Statement if decision is an urgent one and therefore not subject to call-in:

None

Last date for call in:

1 Jul 2011