

<b>Title of Report</b>	Data Protection Policy report
<b>Public</b>	Public
<b>Summary/purpose of report</b>	This report presents the Data Protection Policy for approval.
<b>Recommendations</b>	The Council is asked to approve the Data Protection Policy.
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<b>Responsible Officer</b>	Hannah Coleman, Acting Director of Regulation
<b>Link to Strategic Plan</b>	<p>The information in this report links to:</p> <p>Outcome 1: <b>Trusted</b> People who use services are protected by a workforce that is fit to practise.</p> <p>Outcome 2: <b>Skilled</b> Our work supports the workforce to deliver high standards of professional practice.</p> <p>Outcome 3: <b>Confident</b> Our work enhances the confidence, competence and wellbeing of the workforce.</p> <p>Outcome 4: <b>Valued</b> The social work, social care and children and young people workforce is valued for the difference it makes to people’s lives.</p>
<b>Link to Risk Register</b>	Risk 3: We fail to meet corporate governance, external scrutiny and legal obligations.
<b>Impact Assessment</b>	An Impact Assessment (IA) was developed. There are no significant impacts.
<b>Documents attached</b>	Appendix 1: draft Data Protection Policy 2024

	Appendix 2: Data Protection Policy 2021
<b>Background papers</b>	<a href="#">Link to Impact Assessment Folder</a>

## **EXECUTIVE SUMMARY**

1. We have reviewed the SSSC Data Protection Policy (Appendix 1). The policy provides a high level statement of our compliance with data protection legislation and is the cornerstone of our information governance framework.
2. Council is asked to approve the revised Data Protection Policy.

## **SUMMARY OF CHANGES**

3. The policy sets out the arrangements we have in place to comply with data protection legislation, the underlying principles and guidance issued by the Information Commissioners Office. We have not made any significant change to the current policy which Council approved in November 2021.
4. There are only a number of minor changes so we have not used track changes. We have included the current policy at Appendix 2 for information. We have: -
  - reordered the contents of the policy so that the detail of the policy comes first, which should make the policy more accessible and easier to follow
  - removed some repetitive statements and reordered wording within some sections
  - included detail of the Information Governance Oversight Group which we set up last November
  - included a glossary of terms which forms the appendix to the policy.

## **CONSULTATION**

5. We did not carry out any external stakeholder engagement in the preparation of this report. The Operational Management Team and Executive Management Team have reviewed the policy.

## **RISKS**

6. We have an averse risk appetite towards risk 3: We fail to meet corporate governance, external scrutiny and legal obligations. The Information Commissioners Office (ICO) can impose sanctions for failure to meet data protection statutory obligations. There are also risks of criminal or civil proceedings and reputational risks for failure. This policy mitigates these risks by establishing clear principles and procedures and is a key component of our information governance framework within which we operate.

## **IMPLICATIONS**

### **Resourcing**

7. There are no resource implications arising from the recommendations in this report.

### **Compliance**

8. There are no compliance implications arising from the recommendations in this report. This policy sets out how we meet our data protection legislative requirements.

## **IMPACT ASSESSMENT**

9. We have prepared an Impact Assessment and concluded that there are no significant impacts arising from implementation of the policy.

## **CONCLUSION**

10. We ask Council to approve the Data Protection Policy.