



Report of: Corporate Director of Resources

Meeting of:	Date	Agenda item	Ward(s)
Standards Committee	26.4.2011	6	

Delete as appropriate	Exempt	Non-exempt

SUBJECT: Data Protection Training

1. Synopsis

- 1.1 This follows a paper that was brought to this committee in February 2011 which highlighted the responsibilities of Councillors relating to their duties under the Data Protection Act. This report outlines a proposed a training and awareness plan for Councillors and asks for agreement on the general approach proposed.

2. Recommendations

- 2.1 To agree the approach providing a basic Data Protection training course to Councillors at Group meetings, which will include: Data Protection responsibilities of Councillors; how information is obtained and re-used; and direct marketing (including email marketing).
- 2.2 To request feedback on the proposed training material (attached).

3. Background

- 3.1 In February 2011 a paper was brought to this committee presenting an outline of Islington Council's performance in relation to information requests – and made reference to Freedom of Information as well as Data Protection.
- 3.2 This report included an update on the requirement for councillors to register as a Data Controller and followed a letter from the Information Commissioner's Office to all councillors across the country to ensure that they had appropriately registered as Data Controllers.
- 3.3 Subsequent to the meeting there have been several requests from members for further training around the Data Protection Act, Councillor's Data Protection responsibilities, data sharing, and direct marketing.
- 3.4 As of April 2010, the Information Commissioner's Officer has the power impose substantial fines on organisations that commit data breaches under of the Data Protection Act. These have varied from loss

of laptops holding personal data (that were not encrypted), to accidentally sending sensitive personal data to unauthorised individuals. Recently fines have been levied to four organisations for such breaches, three of which have been local authorities.

- 3.5 In addition to the above, the council has received a number of complaints from individuals, querying our right to use their data, either address or email address, to send unsolicited mail. It is important that all staff and members understand the law around direct marketing and how it relates to Data Protection.

4. Training

- 4.1 A brief training overview has been prepared with a view to presenting this to councillors at group meetings. The overview will take 20-30 minutes with an opportunity for questions.
- 4.2 Attached are the proposed training slides for these group training sessions for your comment.

5. Implications

- 5.1 **Financial implications**
None

- 5.2 **Legal Implications**
This training will reiterate the duties that councillors already have under the Data Protection Act and assist to clarify some of the practical issues related to data processing.

- 5.3 **Environmental Implications**
None

- 4.4 **Equality Impact Assessment**
None

6. Conclusion and reasons for recommendations

- 6.1 The purpose of providing basic training is to reiterate the duties that councillors have under the Data Protection Act in order to highlight issues where further more detailed training might be required.
- 6.2 The timing of this training is important since the Information Commissioner's Office has recently written to all councillors reminding them of their duties.
- 6.3 The training might serve to further highlight areas where more detailed training is required in specific areas.

Background papers:
None

Final report clearance:

Signed by:

Corporate Director of Resources

Date

Received by:

Date

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