

Audit Committee – 29th September 2016

Addendum Paper

Agenda Item 4 – Data Protection Audit Follow Up

Please note that due to a printing error, paragraphs 8 and 9 of this report are incorrect in the printed version of the Agenda (page 7).

This is only the case for the hard copy agenda – the one published on-line is correct.

Please see the correct paragraphs 8 and 9 below: -

- 8. Recommendations 3 (on roles and responsibilities), 4 and 7 (on ensuring shared access to information to help functional resilience) were not due for follow up in this period. However, in both instances we noted some progress. On R3 this was principally in the form of agreeing a job description and specification for a Data Protection Officer. On R4 and R7, subject access requests information is now held centrally within legal's case management system pending transfer to the Data Protection Officer. Development of a permanent detailed protocol on breach handling and recording will be prepared by the DPO, including arrangements for shared access. In the meantime a shared interim record system has been created in the legal services case management system.***

- 9. In summary, although we acknowledge some areas of strong progress – most notably on general training and awareness raising – However full implementation of some recommendations is dependent on the DPO appointment. In the meantime resources have therefore been focussed on controlling operational risk, but officers acknowledge that this can only be a short term solution owing to the strain it places on existing resources.***