

# Report

Report to:	<b>Lanarkshire Valuation Joint Board</b>
Date of Meeting:	<b>29 November 2010</b>
Report by:	<b>Assessor and Electoral Registration Officer</b>

Subject:	<b>Data Protection Policy</b>
----------	-------------------------------

## **1. Purpose of Report**

1.1. The purpose of the report is to:-

- ◆ Advise members of the adoption of a Data Protection Policy by the Assessor and Electoral Registration Officer (ERO).

## **2. Recommendation(s)**

2.1. The Board is asked to approve the following recommendation(s):-

- (1) that the Data Protection Policy, as adopted by the Assessor and ERO, be approved

## **3. Background**

3.1. Internal Audit Report I542010 on Information Management was presented to members on 1 June 2009. One of the agreed actions of this report was for the Assessor and ERO to develop an independent Data Protection Policy having historically followed South Lanarkshire Council's policy. This policy statement has now been produced and is provided as an appendix to this report.

## **4. Data Protection Policy**

4.1. The Lanarkshire Assessor and Electoral Registration Officer holds and uses a large amount personal data including sensitive personal data, about people. This information could be about current, past and prospective employees, suppliers, clients and service users/customers. In particular the Assessor and ERO holds information about people and their properties as part of his statutory duties and holds information on employees as part of his role as manager of the Joint Board.

The proper handling of this information is vital. If the Lanarkshire Assessor and Electoral Registration Officer does not comply with the DPA, it will lose the trust and confidence of the public and partners. The handling of personal data will be carried out in accordance with the attached policy.

Officers of the Lanarkshire Assessor and Electoral Registration Officer must ensure that they comply with the requirements of the DPA and receive appropriate training to ensure that this is fully understood.

## **5. Employee Implications**

5.1. None

## **6. Financial Implications**

6.1. None

## **7. Other Implications**

7.1. Preparation of a DP Policy is only the first step in mitigating the risk of data loss and inappropriate use of information. Failure to implement, in practice, the controls required by the policy could lead not only to breach of DP legislation but could also adversely affect the Board's reputation.

7.2. These risks are being mitigated through a process of checking and training and awareness raising of the eight key principles outlined in the policy.

## **8. Equality Impact Assessment and Consultation Arrangements**

8.1. The report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.

## **9. Privacy Impact Assessment**

9.1 The development of a separate Data Protection Policy is in accordance with the Board's aim of handling personal data securely.

**Edward P Duffy**

**Assessor and Electoral Registration Officer**

11 November 2010

## **Previous References**

Internal Audit Report 1 June 2009

## **List of Background Papers**

Internal Audit Report : I542010

## **Contact for Further Information**

If you would like to inspect the background papers or want further information, please contact:-

Edward P Duffy, Assessor and Electoral Registration Officer

Phone: 01698 476078

E-mail: [assessor@southlanarkshire.gov.uk](mailto:assessor@southlanarkshire.gov.uk)