

Southend-on-Sea Borough Council

**Report of Corporate Director for Corporate Services
To**

Cabinet

**On
28 June 2016**

Report prepared by:
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Management

**Overarching Information Management Strategy – 2016
People; Place; Policy and Resources Scrutiny Committees
Executive Councillor: Councillor Lamb
A Part 1 Public Agenda item**

1. Purpose of Report

- 1.1. To agree the Council's revised Information Management Strategy

2. Recommendations

It is recommended that:

- 2.1. Cabinet agrees the Council's Information Management Strategy - set out at Appendix 1.

3. Background

- 3.1 The Council last agreed an Information Management Strategy in October 2013 and the strategy is, therefore, in need of review and updating. While the previous strategy focussed mainly on issues of data security, the revised strategy aims to also place emphasis on how the Council, along with partners and community can make better use of the information it holds, while ensuring best practice in maintaining information security and data protection.
- 3.2 The strategy outlines the current context for information management, including key drivers, and reports on recent progress by the Council in this area. It provides a vision to promote the effective use of information, a set of principles for officers and members to abide by and an action plan to help make the vision a reality. The strategy also highlights forthcoming legislation, in the form of the EU General Data Protection Regulation which will have a significant impact on the data protection framework for all organisations in the UK (including, as advised by the Information Commissioners Office, if there is a 'leave' vote in the European Union referendum).

4. Reasons for Decision.

Other Options – Not updating the strategy and related action plan could mean the Council's information security and data protection arrangements will not be as robust as required. This could leave the Council vulnerable to malicious use of its information and heavy fines from the Information Commissioners Office.

5 Reasons for Recommendations

- 5.1 To ensure the Council's information security and data protection policies and practice are as robust as possible and that the Council is making best use of its information.

6 Corporate Implications

6.1 Contribution to Council's Vision & Corporate Priorities

The strategy helps to enhance the safety and security of residents and will contribute to all of the Council's Aims and Corporate Priorities by encouraging better and more creative use of the Council's information.

6.2 Financial Implications – none specific

6.3 Legal Implications

The Council must ensure that it is compliant with a range of legislation to ensure people's rights are protected. Inappropriate disclosure of data could leave the Council open to legal claims and fines. The collection, use and disclosure of personal information are governed by a number of different areas of legislation, notably:

The Human Rights Act 1998;
Data Protection Act 1998;
Freedom of Information Act 2000;
Environmental Information Regulations 2004;
Computer Misuse Act 1990;
The Access to Health records
Civil Contingencies Act 2004;
Crime and Disorder Act 1998;
Children Act 2004

6.4 People Implications - None

6.5 Property Implications - None

6.6 Equalities and Diversity Implications

The Council collects a range of information to help it meet the needs of its customers and staff, including, where relevant, information on those with 'protected characteristics as defined by the Equality Act 2010 (age, disability, gender

reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation). In line with the Act the Council, each year, publishes a profile of its customers (along with how they rate services) and staff who share protected characteristics. All information is collected and maintained in line with the Data Protection Act, for example, to ensure it is anonymous.

6.7 Risk Assessment

Non-compliance with the law would adversely affect the Council's reputation in the community and reduce public trust and could lead to "incidents" with regulatory penalties and disruption to business continuity.

6.8 Value for Money – none specific

6.9 Community Safety Implications - None specific

6.10 Environmental Impact - None specific

7. **Background Papers - none**

8. **Appendices**

Appendix 1 – Information Management Strategy