

Decision Notice

Delegated Decision

Decision No:	DD02
Subject:	EAST KENT HOUSING LIMITED – DATA SHARING AGREEMENT IN RESPECT OF MICROSOFT 365
Date of Decision:	5 August 2020
Notification Date:	5 August 2020
Implementation Date:	5 August 2020
Decision to be taken by:	Mike Davis, Strategic Director (Corporate Resources)
Delegated Authority:	Cabinet decision CAB 136(c) of 20 February 2020 as follows: ‘That authority be delegated to the Strategic Director (Corporate Resources), in consultation with the Portfolio Holder for Housing and Health, to take such decisions as may be necessary to facilitate the process of bringing the housing service back in house.’
Decision Type:	Executive Non-Key Decision
Call-In to Apply?	No (<i>Call-in does not apply to Non-Key Officer Decisions</i>)
Classification:	Unrestricted
Reason for the Decision:	Prior to migrating data held on East Kent Housing’s Microsoft 365 system on 1 October 2020 to Dover District Council, Canterbury City Council, Folkestone & Hythe District Council and Thanet District Council, there is a need for the councils to access the system to see how it is configured so that they can effectively transfer data to their own ICT systems and also ensure that there is no data loss at the time of transfer. This necessitates the Council entering into a data-sharing agreement.
Decision:	That Dover District Council enters into a data-sharing agreement with Canterbury City Council, Folkestone & Hythe District Council, Thanet District Council and East Kent Housing.

1. **Consideration and Alternatives (*if applicable*)**

- 1.1 East Kent Housing uses Microsoft 365 as a system for email traffic, calendars, documents, presentations, MS Teams and cloud storage. It is used for the management of social housing. On 1 October 2020, the data held on the system will be transferred to Dover District Council, Canterbury City Council, Folkestone & Hythe District Council and Thanet District Council who will fully take over the management of their respective housing previously carried out by East Kent Housing.
- 1.2 Prior to migrating data held on the system to the councils on 1 October 2020, the councils require access to the system to see how the data are configured so they can effectively transfer data to their own ICT systems, and also to ensure that there is no data loss at the time of transfer. For this to take place in compliance with the General

Data Protection Regulation (GDPR), it is necessary for the four councils and East Kent Housing to enter into a data-sharing agreement regulating access to the personal data held on the system.

2. **Any Conflicts of Interest Declared?**

2.1 None.

3. **Supporting Information** (*as applicable*)

3.1 The agreement will cover the period from the date it is signed up to the date when the data are transferred to the councils, currently anticipated to be 1 October 2020. Only individually named council officers will have access to the system and only for the purpose set out in paragraph 1.2 above. Appropriate privacy notices will be uploaded onto the Council's website.