

# Decision Notice

## Delegated Decision

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<b>Decision No:</b>	<b>DD58</b>
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<b>Subject:</b>	<b>DATA PROTECTION POLICY 2023</b>
<b>Date of Decision:</b>	<b>4 April 2023</b>
<b>Notification Date:</b>	<b>10 May 2023</b>
<b>Implementation Date:</b>	<b>9 May 2023</b>
<b>Decision taken by:</b>	<b>Louise May, Strategic Director (Corporate and Regulatory)</b>
<b>Delegated Authority:</b>	<b>Delegation C58 to the Strategic Director (Corporate and Regulatory) of Section 6 (Scheme of Officer Delegations) of Part 3 (Responsibility for Functions) of the Constitution as follows: 'To exercise the powers and functions of the Council in relation to the GDPR and the Data Protection Act 2018.'</b>
<b>Decision Type:</b>	<b>Executive Non-Key Decision</b>
<b>Call-In to Apply?</b>	<b>No (<i>Call-in does not apply to non-Key Officer decisions</i>)</b>
<b>Classification:</b>	<b>Unrestricted</b>

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<b>Reason for the Decision:</b>	To ensure compliance with the Council's obligations under the Data Protection Act 2018 and the UK GDPR.
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<b>Decision:</b>	To approve the revised Data Protection Policy.
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- 1. Introduction**
  - 1.1 The Council has a statutory duty to meet its obligations as set out within Data Protection Legislation. Information held by the Council is a valuable asset and we must ensure that it is protected from accidental or deliberate damage, disclosure or unauthorised modification or destruction.
  - 1.2 The Council's East Kent Corporate Information Governance Group annually reviews the corporate information governance policies. The data protection policy requires more frequent reviews to ensure that it is up to date with legislation, guidance issued by the Information Commissioner's Office, and changes to our own practices and procedures for the processing and sharing of personal information.
  - 1.3 The Data Protection Policy has been revised and updated by the Council's Data Protection Officer, Governance Officer and Senior Information Risk Owner. Minor changes have been made throughout each section to reflect the way in which the Council processes data. More significant changes include additions to information sharing and the Kent and Medway Information Sharing Agreement, and updates to the roles and responsibilities section as the role of the Senior Information Risk Owner (SIRO) is now held at director level.
- 2. Any Conflicts of Interest Declared?**

None.
- 3. Supporting Information**

See attached Data Protection Policy 2023.