Action	Comments	Start Date	End Date	Responsible	Status
All Data Protection, records management and information security Policies need to be reviewed and updated	Policies should: clearly outline roles and responsibilities, be easily available and sign posted, have a clear review data. Review use of consents information sharing, information risk, data breaches, DPiAs	17/11/2020	31/12/2020	Anna Collier	Planned
Operational guidance and procedures needs to be reviewed and updated.	Procedures should clearly outline roles and responsibilities, internal and external transfer of data be easily available and sign posted, have a clear review date, Introduce new procedures around method of recording individual's right to disputeWhilst privacy notices and statements are updated processes aren't in place to update customers in these circumstances. review consents, review information sharing, DPIAs. Data breaches	17/11/2020	31/12/2020	Anna Collier	Planned
Promote updated policies and guidance for staff		04/01/2021	31/01/2021	Angela Woodhouse	Planned
Explore ways of recording that staff have read policies and procedures		01/12/2020	31/12/2020	Angela Woodhouse	Planned
*Data protection pages to be made more visible		04/01/2021	31/01/2021	Lauren Connett	Planned
Job descriptions for MG, AW, AC, OS and LC need to be updated		16/11/2020	30/11/2020	Angela Woodhouse/Anna Collier	Planned
create dashboard to monitor data protection activity		01/11/2020	31/03/2020	Anna Collier /Carly Benville	Started

Action	Comments	Start Date	End Date	Responsible	Status
Review Logs to ensure best practice - Rights log (SAR). Infor sharing, DPIA and Data Breach need to be reviewed.		17/11/2020	30/11/2020	Anna Collier/Lauren Connett	Planned
Recording Processes to be reviewded to ensure they can be handed over to new staff or other team members if required		17/11/2020	31/12/2020	Anna Collier/Lauren Connett	Planned
rolling agenda to be introduced for Operational Data protection meetings		07/10/2020	07/10/2020	Anna Collier	Completed
Action Points of operational meetings to be kept and reviewed each meeting		22/10/2020	22/10/2020	Lauren Connett	Completed
Develop DP training programe inc specialist training, induction training, elearning, managers briefings, team talks and ad hoc team briefings	Training should: Cover individuals rights,DPIA, consents, information sharing, privacy, information security, data breaches. Be developed with Learning and Development Mgr. Cover a mixed learning approach. Be signed off by WLT. Roles where training should be specialist should be identified, If you obtain personal data from a source other than the individual it relates to, privacy information is provided to individuals within a reasonable period no later than one month of obtaining the data.	04/01/2021	31/03/2021	Angela Woodhouse	Planned

Action	Comments	Start Date	End Date	Responsible	Status
Undertake programme of information audits	Audits should include: an audit of all forms to ensure privacy statement is correct, an audit of privacy notices, an audit of all systems to review progress in erasure, anonymisation, introduce regular survey as part of the programme of ongoing audits, Review use of consents, and audit of the asset register, and agreements with any third parties used to transfer business information between your organisation and third parties. Audits should added to the agenda for operational meetings and information management group, the ROPA should be updated alongside the audits .	01/01/2021	30/06/2021	Anna Collier	Planned
Redesign privacy notice	Design of Privacy Notices should consider: User testing, Electronic and hard-copies, using a combination of appropriate techniques, such as a layered approach, icons and mobile and smart device functionalities.	07/12/2020	28/02/2021	Angela Woodhouse	Planned
Audit Privacy Notices	Privacy Notices should be: held in a structured way, including log of former Privacy notices. Review use of consents	17/11/2020	31/12/2020	Anna Collier	Planned
Introduce new measures in leadership team to ensure projects with Data Protection Risks are identified		07/11/2020	31/01/2021	Angela Woodhouse	Started
Develop regular programmed points of review of the ROPA in line with audits and survey of officers		17/11/2020	31/12/2021	Anna Collier	Planned

Action	Comments	Start Date	End Date	Responsible	Status
Review Procurement and Data Protection risks		TBC	TBC	Ellie Dunnet	TBC
Develop information Risk Register		16/11/2020	28/02/2021	Anna Collier/Russell Hepplestone	Planned
Project documentation should be updated to include reference to DPIAs		TBC	TBC	Gary Hunter	TBC
Publish DPIAs on website		17/11/2020	31/12/2021	Lauren Connett	Planned
*introduce programme of data quality reviews		17/11/2020	31/12/2020	Anna Collier	Planned
Retention schedule review	undertake alongside information audits	31/03/2021	30/06/2021	Anna Collier	Planned
Introduce retention review programme		30/09/2021		Anna Collier	Planned
Review log of access to systems holding data		01/01/2021	30/06/2021	Julie May/Anna Collier	Planned
Develop a social media policy		TBC	TBC	julie Maddocks/julie may	Planned
Clear desk policy	To be implented when return to office scheduled				Planned
develop page on website to provide to residents in cases of breach or if have privacy concerns		TBC	TBC	Gary Hunter	Planned
develop advice sheet to provide to residents in cases of breach or if have privacy concerns		04/01/2021	31/03/2021	Angela Woodhouse/Julie Maddocks	Planned

Action	Comments	Start Date	End Date	Responsible	Status
ensure DP and Information management is routinely on audit plan		02/02/2021	31/03/2021	Angela Woodhouse/Rich Clarke	Planned
Develop acceptable standards of performance for Data Protection		01/11/2020	30/11/2020	Angela Woodhouse	Started
Ensure that performance indicators are added to Information management agenda		01/11/2020	30/11/2020	Lauren Connett	Started
Complete CCTV Review		underway	31/03/2020	Anna Collier/Lauren Connett	Started