

Data Protection Action Plan

Action	Comments	Start Date	End Date	Responsible	Status
Explore ways of recording that staff have read policies and procedures	System is currently being explored which would allow for recording	01/08/2021	01/10/2022	Angela Woodhouse	underway
Job descriptions for MG, AW, AC,	Partially completed due to restructure in the Corporate Insight Communities and Governance Team, new job descriptions have been drafted as part of this process, amends are required to senior officers to show SIRO, DPO status	01/12/2021	30/01/2022	Angela Woodhouse	underway
Review Logs to ensure best practice - Rights log (SAR). Infor sharing, DPIA and Data Breach need to be reviewed.	Logs have been reviewed however a system is now being explored which would allow for more accurate and efficient recording than spreadsheets	01/10/2021	30/03/2022	Anna Collier/Lauren Connett	underway
Undertake programme of information audits	Postponed and new date provided to coincide with new Senior Information Governance Officer	01/03/2022	30/09/2022	Senior Information Governance Officer	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.	01/10/2021	30/03/2022	Anna Collier/Lauren Connett	underway
Audit Privacy Notices	Privacy Notices should be held in a structured way, including log of former Privacy notices. Review use of consents	01/10/2021	30/03/2022	Anna Collier	underway

Appendix C

Action	Comments	Start Date	End Date	Responsible	Status
Develop regular programmed points of review of the ROPA in line with audits and survey of officers	postponed and new date provided to coincide with new Senior Information Governance Officer	01/03/2022	30/09/2022	Senior Information Governance Officer	postponed
Review Procurement and Data Protection risks	external advice being sought on the level of risk vs resource to undertake work	TBC	TBC	Anna Collier	TBC
Develop information Risk Register	external advice being sought to support undertaking the development of a best practice risk register	01/09/2021	30/11/2021	Anna Collier	Planned
Project documentation should be updated to include reference to DPIAs	Initially postponed and new date provided to coincide with new Senior Information Governance Officer	01/10/2021	TBC	Gary Hunter	underway
Publish DPIAs on website		17/11/2021	31/12/2021	Lauren Connett	underway
*introduce programme of data quality reviews	There was not sufficient capacity to introduce data quality reviews. New staff have been recruited into the data analytics function and will be undertaking training following which a programme of reviews will be introduced	01/04/2022	ongoing	Anna Collier	postponed
Retention schedule review	postponed and new date provided to coincide with new Senior Information Governance Officer	01/03/2022	30/09/2022	Senior Information Governance Officer	postponed
Introduce retention review programme	postponed and new date provided to coincide with new Senior Information Governance Officer	30/09/2022		Anna Collier	postponed
Develop a social media policy		TBC	TBC	julie Maddocks/julie may	Planned
Clear desk policy	To be implemented when return to office scheduled	01/10/2021	TBC		

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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		TBC	TBC	Angela Woodhouse/Julie Maddocks	Planned
ensure DP and Information management is routinely on audit plan		TBC	TBC	Angela Woodhouse/Rich Clarke	Planned
Implement CCTV Review		01/12/2021	31/03/2020	Anna Collier/Lauren Connett	Planned
Implement updated policies		01/11/2021	31/01/2022	Anna Collier	underway
Add review of access to systems to Information Management Board	Departments have committed to regular review but wider monitor of access to systems is required	01/01/2022	ongoing	Julie May/Anna Collier	Planned