

RECORDS MANAGEMENT ACTION PLAN

Cabinet Member: Cllr Clive Eginton

Responsible Officer: Catherine Yandle, Group Manager for Performance, Governance and Data Security

Reason for Report: Good records management is a key factor in achieving compliance with the retention requirements of the Data Protection Act (DPA) 2018 and GDPR.

RECOMMENDATION(S): That Cabinet approves the Records Management Action Plan.

Relationship to Corporate Plan: This policy supports good governance arrangements enabling confidence in delivery of the Corporate Plan.

Financial Implications: The Records Management Action Plan does not have any financial implications itself rather the contrary if the DPA 2018 and GDPR are not complied with.

Legal Implications: Not complying with the DPA 2018 and GDPR would expose MDDC to enforcement action by the Information Commissioner's Office (ICO).

Risk Assessment: Approving the Records Management Policy reduces the risk of enforcement action by the ICO.

Equality Impact Assessment: No equality issues identified for this report.

1. Introduction

- 1.1. The Data Protection Act 2018 put into legislation the requirements of the General Data Protection Regulation together with other legislation. This had the effect of putting best practice in data protection into law.
- 1.2. In accordance with the new Data Protection legislation it is vital that records handling happens as part of a managed process and is logged. This is a new and significant legal requirement.

2.0 The Plan

- 2.1 The existing Records Management Handling Policy was already based on best practice which has meant the revised policy, which has already been approved by Cabinet, was not a complete re-write but recognition of the fact that additional requirements are now reflected in legislation.
- 2.2 As such most of its requirements were already in place but not very well publicised or enforced. The Action Plan will reinforce the requirements and ensure MDDC complies with the GDPR and DPA 2018.

3.0 **Conclusion**

3.1 That Cabinet approves the Records Management Action Plan.

Contact for more Information: Catherine Yandle, Group Manager for Performance, Governance and Data Security

Circulation of the Report: Cabinet Members, Cllr Eginton, Leadership Team