**ANNUAL GOVERNANCE STATEMENT ACTION PLAN 2021/22**

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| **Action Required** | **Deadline** | **Responsibility**  | **Comment** | **Action Completed**  |
| 1 Integrate data protection training into staff induction | 31/3/22 | Head of Law & Governance and Head of Business Improvement | There is a need to ensure that all new staff participate in the relevant data protection training module for their role as part of their induction programme. Envisaged that this will inform the probation period for new employees |  |
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| 2 Practical implementation of Council’s revised retention schedule | 31/3/22 | Head of Law & Governance and Head of Business Improvement | Each service area to be responsible for compliance with data retention rules and policies to include a reduction in the number of emails stored as unstructured data in outlook accounts. |  |
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| 3 Review of data protection practices with organisation | 31/3/22 | Head of Law & Governance | Project to consider the work undertaken by the Council in relation to its data protection practices. This will be in line with the Information Commissioner’s accountability tracker on compliance with the data protection principles in the UK GDPR Article 5. |  |
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| 4 Review handling of freedom of information requests | 31/3/22 | Head of Law & Governance | Review to improve efficiency and effectiveness in the handling of FOI requests particularly in dealing with information held by the council’s companies |  |

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