

**To:** City Executive Board  
**Date:** 17 December 2015  
**Report of:** Head of Business Improvement  
**Title of Report:** Data Protection Policy

### Summary and Recommendations

**Purpose of report:** To present an updated Data Protection Policy for approval.

**Key decision:** *No*

**Executive lead member:** Councillor Susan Brown, Executive Board Member, Customer and Corporate Services

**Policy Framework:** -

**Recommendation:** That the City Executive Board resolves to approve the Data Protection Policy.

### **Appendices:**

**Appendix 1** – Data Protection Policy.

**Appendix 2** – Data Protection Risk Assessment.

### **Background**

1. The Data Protection Policy provides the framework to ensure that Oxford City Council complies with the Data Protection Act 1998.
2. The Council's Data Protection Policy has been designed to protect residents' personal data and is in line with central government requirements, and the Data Protection Act 1998.

3. The Policy is renewed annually and there are no significant changes as a result of the latest review.

### **Legal Issues**

4. The Council is required to comply with the Data Protection Act 1998 and abide by the 8 Data Protection Principles. The principles safeguard personal data and require Oxford City Council to process personal data securely.

### **Financial Issues**

5. There are no specific financial issues within the Policy; it is however important to note that serious contravention of the Data Protection Act could attract a monetary penalty notice of up to £500,000.

### **Risk Implications**

6. The risks associated with this Policy are shown in Appendix 2.

### **Environmental Impact**

7. Oxford City Council operates from a number of sites within the city and utilises a variety of spaces to store physical data mediums (information assets) including; paper, tapes and mobile storage devices. The Policy ensures that personal data processed for any purpose by the Council shall not be kept for longer than is necessary, and thus will seek to drive greater efficiencies in the usage of our information assets, and reduce their environmental footprint.

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