



Audit and Governance Committee:

28 July 2021

Report of: Corporate Director of Transformation & Resources

Relevant Portfolio Holder: Councillor A. Yates

Contact for further information: Chris Twomey
(E-mail: chris.twomey@westlancs.gov.uk)

SUBJECT: Annual Report of Senior Information Risk Owner (SIRO)

1.0 PURPOSE OF THE REPORT

1.1 This report provides an overview of West Lancashire Borough Councils obligation in meeting statutory regulatory requirements relating to the processing of personal confidential or identifiable data under the UK General Data Protection Regulation, the Data Protection Act 2018 and our Councils duty to be transparent through compliance within the Freedom of Information Act 2000.

The report aims to provide sufficient information to the Audit and Governance Committee that highlights:

- The most significant current and emerging Data Privacy, Cyber Security and Information Governance (IG) issues
- Clarifies the measures being undertaken by the Council to ensure we meet both the national and mandatory compliance standards.

Specifically, the report will:

- Give an overview of key achievements in 2020/2021.
- Outline activity and performance related to information governance compliance during the reporting period for 2020 – 2021.
- Outline the Council's approach that underpins organisational compliance within the regulatory requirements relating to the handling of information and provide assurance of ongoing improvement in relation to risk management.
- Provide a status update on the Data Security and Protection Toolkit (DSPT).
- Detail how data incidents have been handled, including the learning from incidents.

Provide an overview of the priorities for compliance, within the Effective Data Management Programme for 2021/22.

2.0 RECOMMENDATIONS TO CABINET

2.1 That the respected Cabinet Members take note of this report.

3.0 RECOMMENDATIONS TO EXECUTIVE OVERVIEW & SCRUTINY COMMITTEE

3.1 That the respected Committee Members take note of this report.

4.0 Background

4.1 Information is an organisational asset and West Lancashire Borough Council (WLBC) must continue to embed a strong information governance culture, so that the Council continues to operate lawfully, efficiently and effectively.

The SIRO provides an essential role in ensuring that identified information security risks are followed up and incidents are managed and has ownership for the Information Risk Policy, Risk Management Strategy and associated processes. It is the SIRO's role to provide leadership and guidance to Information Asset Owners.

The responsibilities of a SIRO can be summarised as:

- Senior Information Risk Officer (SIRO) for the Council
- Lead Responsible Officer for fostering a culture that values, protects and uses information for the success of the organisation and benefit of its residents.
- Lead Responsible Officer for maintaining sufficient knowledge and experience of the organisation's business goals with emphasis on the use of and dependency upon internal and external information assets.
- Lead Officer for information risk management in the organisation including resolution of any escalated risk issues raised by the Information Governance Manager, the Data Protection Officer and Information Asset Owners.

5.0 SUSTAINABILITY IMPLICATIONS

5.1 There are no significant sustainability impacts associated with this report and, in particular, no significant impact on crime and disorder.

6.0 FINANCIAL AND RESOURCE IMPLICATIONS

6.1 There are no significant financial or resource implications arising from this report.

7.0 RISK ASSESSMENT

7.1 This item is for information only and makes no recommendations. It therefore does not require a formal risk assessment and no changes have been made to risk registers.

8.0 HEALTH AND WELLBEING IMPLICATIONS

8.1 There are no health and wellbeing implications arising from this report.

Background Documents

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

Equality Impact Assessment

The decision does not have any direct impact on members of the public, employees, elected members and / or stakeholders. Therefore no Equality Impact Assessment is required.

Appendices

None