



Report of: Corporate Director of Transformation, Housing & Resources

Relevant Portfolio Holder: Councillor A Yates

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SUBJECT: Annual Report of the Senior Information Risk Owner (SIRO) – 2021/22

Wards affected: Borough Wide

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 the Councils duty to be transparent through compliance within the Freedom of Information Act 2000.
- 1.2 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 that both the national and mandatory compliance standards are met.
- 1.3 The report will specifically:
- Give an overview of key achievements in 2021/2022.
 - Outline activity and performance related to information governance compliance during the reporting period for 2021/2022.
 - 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.

2.0 RECOMMENDATION

- 2.1 That the Annual Report of the Senior Information Risk Owner (SIRO), set out in Appendix 1, be noted.

3.0 BACKGROUND

- 3.1 Information is an organisational asset and West Lancashire Borough Council (WLBC) must embed a strong information governance culture, so that the Council operates lawfully, efficiently and effectively.
- 3.2 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 SIRO is:
- Senior Information Risk Officer 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.

4.0 SUSTAINABILITY IMPLICATIONS

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

5.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 5.1 There are no significant financial or resource implications arising from this report as Internal Audit activity is included in existing budget provisions.

6.0 RISK ASSESSMENT

- 6.1 This Annual Report is a key element of assurance to this Committee that risks are being properly managed and that the Council continues to comply with the UK General Data Protection Regulation, the Data Protection Act 2018 and Freedom of Information Act 2000.

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

Appendix 1 - Annual Report of the Senior Information Risk Owner (SIRO) - 2021/22