

Meeting of:	CABINET
Date of Meeting:	22 SEPTEMBER 2026
Report Title:	DATA PROTECTION
Report Owner: Responsible Chief Officer / Cabinet Member	CLLR MELANIE EVANS CABINET MEMBER – CORPORATE SERVICES KELLY WATSON CHIEF OFFICER – LEGAL, REGULATORY AND ELECTORAL SERVICES
Responsible Officer:	CHARLOTTE BRANFORD INFORMATION AND DATA PROTECTION OFFICER
Policy Framework and Procedure Rules:	There is no effect upon the Policy framework and procedure rules.
Executive Summary:	The purpose of this report is to seek Cabinet approval of the revised Data Protection Policy and Data Retention Policy.

1. Purpose of Report

- 1.1 The purpose of this report is to seek Cabinet approval of the revised Data Protection Policy and Data Retention Policy.

2. Background

- 2.1 The Council processes significant volumes of personal data in the course of delivering services and carrying out its statutory functions. It is therefore required to ensure that personal data is processed lawfully, fairly and transparently, in accordance with the requirements of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.
- 2.2 The Council has established an Information Governance Board, chaired by the Data Protection Officer, comprising representatives from each Directorate. The Board provides oversight of data protection governance arrangements, monitors compliance with relevant legislation and policies, and promotes a consistent corporate approach to information governance.

3. Current situation / proposal

- 3.1 The Data Protection Policy (attached as **Appendix 1**), was developed in 2020 in response to the UK GDPR requirement for every local authority to publish a policy providing the Authority with a clear framework for safeguarding personal information. The Policy ensures legal compliance with regulations like the UK GDPR and Data Protection Act 2018, minimizes security risks, and builds trust with customers and employees by proving commitment to privacy.
- 3.2 The Data Retention Policy (attached as **Appendix 2**) was approved by Cabinet in January 2018 and stipulates data retention periods for each service area. There is also a specific requirement under current data protection law to not keep personal data for longer than is necessary. This Policy is a live document which will be updated as and when required by the Council's Information Governance Board and the Data Protection Officer. The Policy has been revised to ensure it remains fit for purpose subject to any further requests from services to update their sections in line with legislation or new guidance from professional bodies.
- 3.3 A Code of Practice for Data Breaches is available as a guide for staff to assist them with recognizing and reporting breaches involving personal data to the Data Protection Officer in a timely manner. The document is made available on the Council's intranet pages and is attached as **Appendix 3** for noting.
- 3.4 The policies and Code of Practice have been reviewed to ensure they remain aligned with current legislative requirements and good practice in consultation with the Information Governance Board. This reinforces the Council's commitment to maintaining high standards of data protection and information governance across all service areas. The documents will be published on the intranet and website once approved by Cabinet.

4. Equality implications (including Socio-economic Duty and Welsh Language)

- 4.1 The protected characteristics identified within the Equality Act, socio-economic duty and the impact on the use of the Welsh language have been considered in the preparation of this report. As a public body in Wales, the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. It is considered that there will be no significant or unacceptable equality impacts as a result of this report.

5. Well-being of Future Generations implications and connection to Corporate Well-being Objectives

- 5.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there will be no significant or unacceptable impacts upon the achievement of wellbeing goals/objectives as a result of this report.

6. Climate Change and Nature Implications

- 6.1 There are no climate change and nature implications arising from this report.

7. Safeguarding and Corporate Parent Implications

- 7.1 There are no safeguarding or corporate parent implications arising from this report.

8. Financial Implications

- 8.1 There are no financial implications arising from this report. However, it should be noted that the data protection legislation includes severe monetary penalties for data breaches and increased requirements to notify non-compliance to the Information Commissioner.

9. Recommendations

Cabinet is recommended to:

- 9.1 Approve the revised Data Protection Policy (Appendix 1) and Data Retention Policy (Appendix 2);
- 9.2 Note the Code of Practice for Data Breaches (Appendix 3);
- 9.3 Delegate authority to the Data Protection Officer in consultation with the Information Governance Board to make minor variations to comply with any legislative provision.

Background documents

None