

Agenda item: **Title of meeting: Governance and Audit and Standards Committee****Date of meeting: 27 June 2014****Subject:** Data Security Breach Reporting**Report by:** Helen Magri - Corporate Information Governance Officer**Wards affected:** All**Key decision:** No**Full Council decision:** No

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**1. Purpose of report**

To inform the Committee of any Data Security Breaches and actions agreed/taken since the last meeting.

**2. Recommendations**

It is recommended that Members of the Governance and Audit and Standards Committee note the breaches (by reference to Exempt Appendix A) that have arisen and the action determined by the Corporate Information Governance Panel (CIGP).

**2. Background**

The Corporate Information Governance Panel, formed of representatives from across the authority and chaired by Michael Lawther in the role of Senior Information Risk Owner (SIRO) meet every other month to

- To establish policy and procedures for Information Governance;
- To maintain a log of data breaches and determine and monitor onward action.

A message has been included in this month's Team Brief, reminding staff that inappropriate access to customer records is a criminal offence. This can lead to prosecution by the Information Commissioner's Office and a fine of up to £5000 and/or dismissal.

#### 4. Reasons for recommendations

N/A

#### 5. Equality impact assessment (EIA)

An equality impact assessment is not required as the recommendation does not have a negative impact on any of the protected characteristics as described in the Equality Act 2010.

#### 6. Legal Implications

The Council is required to ensure that it has robust procedures in place to comply with its obligations under the Data Protection Act. Bringing this report to the Committee's attention will assist in meeting those requirements.

#### 7. Finance Comments

The ICO can issue fines of up to £500,000 for serious breaches of the Data Protection Act and Privacy and Electronic Communications Regulations. The size of any monetary penalty is determined by the Commissioner taking into account the seriousness of the breach and other factors such as the size, financial and other resources of the data controller. Any breaches put the City Council at risk of the unbudgeted cost of a financial penalty which would have to be met from the service responsible for the breach.

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Signed by:

#### Appendices: One Exempt Appendix

#### Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
Nil	N/A