

**Title of meeting:** Governance & Audit & Standards  
**Date of meeting:** 3 March 2020  
**Subject:** Data Security Breach Report  
**Report by:** Elizabeth Goodwin, Senior Information Risk Owner  
**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 & Audit & Standards Committee note the breaches (by reference to Appendix A) that have arisen and the action determined by the Corporate Information Governance Panel (CIGP).

**3. Background**

The Corporate Information Governance Panel, formed of representatives from across the authority and chaired by Elizabeth Goodwin in the role of Senior Information Risk Owner (SIRO) meets every other month. The Panel's responsibilities include

- Establishing policy and procedures for Information Governance;
- Maintaining a log of data breaches and determining and monitoring onward action.

The Senior Information Risk Owner will update the Committee on any ongoing breaches and notify the members of any new incidents.

**4. Reasons for recommendations**

To ensure the Governance & Audit & Standards Committee has oversight of the Data Security Breaches to be able to determine whether any trends appear and any further actions should be recommended.

**5. Integrated impact assessment**

This report does not recommend any changes to services or policies and therefore an integrated impact assessment has not been required"

**6. Legal implications**

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

**7. Director of Finance's comments**

The Information Commissioner's Office can issue fines of up to €20 million or 4% of the authority's annual turnover for serious breaches of the GDPR. Breach of the Privacy and Electronic Communications Regulations also incurs a financial penalty. 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 serious 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 Appendix - Appendix A

**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
None	