

7 September 2021

Report of	Dan Gascoyne, Senior Information Risk Owner	Author	Nicola Cooke ☎ 01206 508929
Title	Review of the Council's Processing of Special Category & Criminal Convictions Personal Data Policy		
Wards affected	Not applicable		

1. Executive Summary

- 1.1 This report requests the Committee to review the Council's new Processing of Special Category & Criminal Convictions Personal Data Policy. This is a new policy which the Council is required to have under Data Protection Act 2018.
- 1.2 The report also requests the Committee to recommend to Full Council to include the new policy in the Ethical Policy Framework which comprises all of the Authority's key policies which set out the standards of conduct and integrity that the Colchester Borough Council (the Council) expects from its Councillors, staff and all partners when conducting Council business.

2. Recommended Decision

- 2.1 To recommend to Full Council that the Processing of Special Category & Criminal Convictions Personal Data Policy, attached at Appendix A to this report, be adopted and approved for inclusion in the Council's Policy Framework.

3. Background

- 3.1 The Council is committed to maintaining the highest standards of governance and a suite of policies is approved annually at Full Council.
- 3.2 A varied range of policies and procedures form the Corporate Governance framework and a selection of these relate to ICT and Data Protection
- 3.3 Paragraph 1 of Schedule 1 of the Data Protection Act 2018 requires that an appropriate policy document be in place where the processing of special category or criminal convictions personal data is necessary to carry out functions which are imposed or conferred by law on us or the subject of the data in connection with employment, social security or social protection matters.

4. Review of Ethical Governance Policies

- 4.1 This policy covers the processing of certain types of special category personal information. It sits alongside the Data Protection Policy which covers the Council's approach to the processing of any personal information.

5. Strategic Plan References

- 5.1 The manner in which the Council governs its business and protects the data it controls and accesses underpins the Council's Strategic Plan priorities to set out the direction and future potential for our Borough.

6. Publicity Considerations

- 6.1 The Council's ethical governance policies will be published on the Council's website.

7. Financial, Equality, Diversity and Human Rights, Consultation, Health, Wellbeing and Community Safety, Health and Safety, Risk Management and Environmental and Sustainability Implications

- 7.1 None.