

CABINET

THURSDAY, 29 NOVEMBER 2018

REPORT OF THE PORTFOLIO HOLDER FOR ASSETS AND FINANCE

RELEASE OF GDPR CAPITAL CONTINGENCY FUNDING

PURPOSE

To request that members approve the release of £14,210 from the GDPR capital contingency budget, established to cover the costs of General Data Protection Regulation (GDPR) compliance responsibilities.

RECOMMENDATIONS

Members are requested to approve the release of £14,210 from the GDPR capital contingency budget established to cover costs associated with GDPR compliance for the Council's line of business software applications, approved as part of the 2018/19 budget process.

The funds will cover costs for GDPR compliance of e-Financials, the Council's financial management system and Civica Workflow360, our electronic document management system, enabling anonymisation and purge of data in order to meet GDPR responsibilities.

EXECUTIVE SUMMARY

The GDPR builds on the Data Protection Act, changing how businesses and the public sector can process customer data. The new regulations came into effect in May 2018, enforced by the Information Commissioners Office (ICO). GDPR legislation gives greater protection and rights to individuals including new rights for people to access the information companies hold about them, obligations for better data management by businesses and a new regime of fines for non-compliance.

All of our systems have the potential to be impacted by the new GDPR regulations and may require additional modules or fixes provided by our application suppliers, in particular to address compliance for data retention and data anonymisation. The funds requested for release are to address GDPR compliance for e-Financials, specifically the management of customer and supplier data held within the system, and Workflow360 enabling case and document disposal.

OPTIONS CONSIDERED

There are no other options to be considered, GDPR legislation is enforced by the ICO and non-compliance resulting from mismanagement of data can incur substantial fines. The GDPR modules provided by our applications' suppliers enable the Council to meet data compliance regulations.

RESOURCE IMPLICATIONS

Under the 2018/19 budget process, a GDPR Compliance capital contingency budget of £50k was approved, of which £45k is currently remaining. This report requests the release of £14,210, which will leave £30,790 remaining.

The release of £14,210 from capital contingency covers the following;

- £8,210 for a GDPR module for the e-Financials system including supplier consultancy to assist with installation and testing and 1 year support and maintenance. On-going support and maintenance costs will be met from existing budgets.
- £6,000 for a GDPR module for the Workflow360 system including installation and training. There are no on-going costs associated with this module.

Internal staff resources from ICT, Finance and other service areas using Workflow360 will be required to assist with implementation and for on-going maintenance.

SUSTAINABILITY IMPLICATIONS

On-going support and maintenance of the E-Financials module for GDPR compliance will be carried out by ICT and Finance with support from the application supplier. Senior system users will be assisted by ICT for on-going maintenance of the Workflow360 GDPR module.

REPORT AUTHOR

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