

Councillor Mary Jones  
Chair – Scrutiny Programme Committee

**BY EMAIL**

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*Date:* 20 October 2017

Dear Councillor Jones

### **CABINET MEMBER QUESTION SESSION – 11 SEPTEMBER 2017**

Thank you for inviting me to attend the Scrutiny Programme Committee on the 11 September 2017. I found the session enormously helpful and welcomed the opportunity to discuss my portfolio in more detail and answer questions.

I am writing to respond to two points raised in your letter dated 29 September 2017. You asked all scrutiny Councillors to suggest questions prior to the meeting. A question was raised around the Council's plans and steps being taken to prepare for changes, and ensure compliance with the new framework for data protection laws (European General Data Protection Regulation / UK Data Protection Bill) which comes into force in May 2018. I explained work is underway and would provide a fuller response in writing.

The Director of Corporate Resources has set up a programme board to carry out tasks which will align the Council's data protection strategy with the principles of the General Data Protection Regulation (GDPR). Against a continuous background of training, communications about GDPR and staff awareness raising, a number of tasks are being addressed as part of a series of work packages designed to make the Council GDPR-compliant.

The following actions have already taken place:

- Created a role profile and job description for the post of Data Protection Officer.
- Reviewed the data breach process and created new documentation to bring it into line with the new 72-hour timeframe for reporting breaches.
- Created a format for the key document, the Register of Processing Activities, which will be the primary source of reference for processing personal data.
- Developing new software which will facilitate Subject Access Requests to the authority (and incidentally Freedom of Information (FOI) and other information requests which are outside the scope of GDPR).

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- Developed a 6-month 'countdown' communications plan for all staff commencing November 2017.
- Developed training material that will be recorded as a webinar and delivered to all staff, senior managers, Councillors and schools.

The next steps about to begin are:

- An information audit to populate the Register of Processing Activities with information about information systems holding personal data.
- Creation of a corporate privacy notice (with additional attachments for Social Services & Education).
- Creation of a template for Privacy Impact Assessments.
- A new form of wording for statements of consent, which makes the collection of personal data by consent GDPR-compliant.

With regard to Strategic Estates and Property, particularly the universal review of all Council land, you identified some Members appeared to be unaware this work has taken place. **All** ward Councillors, including those newly elected, have been contacted with a plan identifying all land and buildings within their ward boundary specifically asking for views as follows:-

- Any properties that they feel may have overlooked.
- Any shortfall or oversupply of property in the wards.
- Views on how service area could be delivered differently.
- Any opportunities for collaborative working with the public sector/third sector.

Where responses have been received these have been used to inform various estate management initiatives including the Universal Review. Where a site is to be progressed through to disposal, effected ward members are consulted in the normal way, in line with the Constitution. I would welcome Members contacting me directly if they still have concerns.

If you require any further information, please do not hesitate to contact me.

Yours sincerely



**COUNCILLOR CLIVE LLOYD  
DEPUTY LEADER & CABINET MEMBER FOR SERVICE TRANSFORMATION &  
BUSINESS OPERATIONS**